

HUMBER BRIDGE BOARD

26 JULY 2019

PRESENT

Councillor Sean Chaytor (Hull City Council) (Chair)
Councillor Richard Hannigan (North Lincolnshire Council)
Councillor Gary McMaster (East Riding of Yorkshire Council)
Councillor Stan Shreeve (North East Lincolnshire Council)
Peter Drenon (Humber LEP)
Lord Haskins (Humber LEP)

IN ATTENDANCE

Caroline Lacey (Chief Executive, East Riding of Yorkshire Council and Interim Clerk to the Board)
Fay Baker (Head of Operations)
Andy Dalby (Head of Finance and Commercial)
Sharon Phillippi (Human Resources Manager)
Steven Turner (Solicitor, Hull City Council)
Louise Hawkins (Democratic Services, Hull City Council)

Minute No.	Report No.	Business	Action by
489		APOLOGIES No apologies were received.	
490		DECLARATIONS OF INTEREST No declarations of interest were received.	
491		MINUTES OF THE MEETING HELD ON 24 APRIL 2019 Agreed – that the minutes of the meeting held on 24 April 2019 be approved as a true and correct record.	
492		MINUTES OF THE MEETING HELD ON 31 MAY 2019 Agreed – that the minutes of the meeting held on 31 May 2019 be approved as a true and correct record.	
493		MINUTES OF THE MEETING HELD ON 21 JUNE 2019 Agreed – that the minutes of the meeting held on 21 June 2019 be approved as a true and correct record.	
494	265	MANAGEMENT ACCOUNTS The Head of Finance and Commercial submitted a report	

which provided the Board with information relating to the traffic volumes and toll income for May 2019.

The Board was informed that –

- i. May had been a good month in relation to traffic volumes. The income had increased by 1.8% from the same period in the previous year;
- ii. The numbers of vehicles within classes 1 to 3 had continued to increase however the number of commercial vehicles had continued to reduce;
- iii. The trend for June 2019 was very similar to that of May;
- iv. The number of vehicles crossing the Bridge in July was nearing to 900,000 which had never been reached before, and
- v. There was a possibility that maintenance works to be carried out on the Bridge would impact on traffic flows.

A discussion took place around the volumes of traffic that were crossing the Bridge which was an indication of the importance of the Bridge to the regional economy. It was felt that further information about why people were crossing the Bridge was required to inform long term planning in relation to the regional economy and infrastructure.

The most recent traffic survey that had been undertaken had indicated that the majority of traffic crossing the bridge was coming from Grimsby.

The Head of Finance and Commercial informed the Board that –

- i. A year to date saving of 7.7% had been achieved;
- ii. The capital programme was significantly ahead of schedule, and
- iii. The Board had sufficient funds to cover the September loan payment.

A discussion took place around the long term maintenance that was required to the Bridge and whether the Board would need to borrow money to undertake the work. It was confirmed that the Head of Engineering and Infrastructure had commissioned a feasibility study in relation to the painting of the bridge which would assist in planning the capital project programme.

The Head of Finance and Commercial advised the Directors that the Board did not currently need to borrow any funding. It was suggested that financing options needed to be considered as it could be beneficial to borrow

		<p>money now to take advantage of the low interest rates that were available.</p> <p>The Board queried whether there was a scenario in which borrowing would not be required to fund the major repairs and maintenance projects that would need to be carried out in the future. The Head of Finance and Commercial explained that the forecasts for a range of scenarios had been looked at in conjunction with options for the maintenance programme as the safety of the Bridge was the priority.</p> <p>A discussion took place around what would happen if the Bridge became toll free. The Head of Operations noted that when the Severn Bridge had gone 'Toll Free', Highways England had not received any additional funding.</p> <p>Agreed –</p> <ol style="list-style-type: none"> a. That the report be noted, and b. That discussions take place with the relevant partners in relation to the traffic volumes crossing the bridge and possible reasons for the increase in domestic vehicles and the reduction in commercial vehicles and that a report is submitted to a future meeting which outlines the outcome of the discussions and also outlines the findings of the previous road traffic surveys. 	(b)CL/SC
495	266	<p>HEALTH AND SAFETY</p> <p>The Head of Engineering and Infrastructure submitted a report which provided the Board with an update on progress and status of health, safety and welfare at the Humber Bridge Board.</p> <p>The Board was informed that there had been no major incidents and the majority of safety issues were related to motorists.</p> <p>It was noted that Officers were working with the adjacent Highway Authority's to review advance signage on the approaches to the bridge to ensure that drivers were aware that they would be required to pay a toll and that they were in the correct lane.</p> <p>The Interim Clerk explained that the Board currently had a hybrid tolling system in place which was unique to the Humber Bridge. A second generation system was being explored and a report which outlined possible high level options would be submitted to the Board.</p>	

		<p>It was confirmed that the Board had a maintenance only contract in place with SICE for the current tolling system. The financial information that was possible to derive from the current system was very limited and the figures had to be manually manipulated as the system did not take into account the discount for HumberTags.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the report be noted, and b. That a report be submitted to a future meeting which outlines possible options for the development of the current tolling system. 	(b)Head of Operations
496	267	<p>KEY PERFORMANCE INDICATORS (KPIs)</p> <p>The Head of Finance and Commercial submitted a report which provided the Board with an update on the KPIs.</p> <p>The Board was informed that –</p> <ul style="list-style-type: none"> i. That the financial KPIs were on target; ii. As the major works were completed the cashflow would regulate; iii. The number of days lost to sickness absence were slightly higher than the national average. The Human Resources Manager explained that sickness absence was not a major issue and the Board had the effective policies and procedures in place to manage absence from work; iv. The figures in relation to customer satisfaction and call waiting times were not yet available, and v. The targets for the Operations department had been made more challenging. <p>Agreed –</p> <ul style="list-style-type: none"> a. That the Key Performance Indicators be noted, and b. That the local authority averages for sickness absence be included within future reports to provide a comparator. 	(b)Head of Finance and Commercial
497	268	<p>RISK REGISTER</p> <p>The Head of Finance and Commercial submitted the Risk Register for the Board to approve.</p> <p>The Board discussed the risk tracking and what had happened to cause the shift in a number of the risks identified. The Head of Operations explained that the Senior Management Team had undertaken a review of the</p>	

		<p>register and some of the risks had been rationalised.</p> <p>It was suggested that the risk in relation to Brexit needed to be revisited.</p> <p>Agreed – that the Risk Register be reviewed and submitted to a future meeting for approval.</p>	
498	269	<p>ANNUAL EMPLOYEE SURVEY</p> <p>The Human Resources Manager submitted a briefing note which provided the Board with a snapshot into the results of the Annual Employee Survey.</p> <p>The Board was informed that -</p> <ul style="list-style-type: none"> i. Employees had been given a month to complete the survey and that the questions had been based around the Board’s core values. The questions had changed from previous surveys so it was not possible to make a direct comparison; ii. A positive completion rate had been achieved however it was hoped that this could be improved upon next year; iii. The results of the survey indicated that the Board had a strong safety and no blame culture; that staff felt happy to raise issues and concerns, and that there was an appreciation of the Bridge’s impact on the region, and iv. The survey responses had been anonymous. <p>The Board commented on the high response rate and that it was an indication that the new structures were having a positive impact on the workforce.</p> <p>It was confirmed that the Board used the NJC pay scales and Hull City Council was used for benchmarking in relation to job evaluation.</p> <p>Agreed – that the briefing note be noted.</p>	
499	270	<p>MENTAL HEALTH AND WELLBEING IN THE WORKPLACE</p> <p>The Human Resources Manager submitted a briefing note which provided the Board with information about mental health and wellbeing in the workplace and the Time to Change employer pledge.</p> <p>The Directors were informed that the Board was planning to sign up to the Time to Change pledge and was looking at how it dealt with mental health in the work place.</p>	

		<p>The Board had drafted an action plan which would need to be submitted for approval before the pledge could be signed.</p> <p>Agreed –</p> <ul style="list-style-type: none"> a. That the Board supports the intention to sign up to the Time to Change pledge, and b. That a meeting is arranged between the Chair of the Board and a representative from Mind to sign the pledge and show the commitment from the Board Directors. 	(a-b)SP
500		<p>ITEMS OF BUSINESS TO BE RAISED AT THE NEXT MEETING (NON-EXEMPT)</p> <p>No items of business were raised.</p>	
501		<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 501 to 503 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>	
502		<p>WYKELAND EQUALISATION AGREEMENT</p> <p>The Head of Finance and Commercial provided the Board with a verbal update in relation to the Wykeland Equalisation Agreement.</p> <p>Agreed – that a meeting takes place between the Chair of the Board, the Head of Finance and Commercial, the Interim Clerk to the Board and a representative from Wykeland to progress the negotiations.</p>	CL/SC
503		<p>URGENT ITEM</p> <p>Agreed – that the following item 'MS3 Agreement Update' be agreed to be taken as an urgent item as there had been a development in the situation since the previous update.</p>	

504		<p>MS3 UPDATE</p> <p>The Board's Legal Advisor provided the Director's with an update in relation to the current relationship with MS3.</p> <p>Agreed – that the Board delegates authority to the Chair, Clerk and Legal Advisor to respond to any legal action taken against the Board and that all Directors are informed of any developments and the response provided on behalf of the Board.</p>	CL/ST/SC
505		<p>ITEMS OF BUSINESS TO BE RAISED AT THE NEXT MEETING (EXEMPT)</p> <p>No items of business were raised.</p>	

unconfirmed