

HUMBER BRIDGE BOARD

21 February 2014

PRESENT:-

Councillor S Parnaby, (East Riding of Yorkshire Council) (Chair)
Councillor D Gemmell (Hull City Council)
Councillor L Redfern (North Lincolnshire Council)
Councillor R Oxby (Deputising for Councillor Shaw, North East Lincolnshire Council)
Lord C Haskins (Chair, Humber LEP)
Mr S Martin (Chief Executive, Clugston Group Ltd)

Professor D Stephenson (Clerk)
Mr J Butler (Treasurer)
Mr P Hill (General Manager and Bridgemaster)
Ms J Rae and Mr J Prentice (KPMG)
Mr P Holland (Assistant Head of Service, Audit and Fraud, Hull City Council)
Mrs A Eckersley (Democratic Services, Hull City Council)

APOLOGIES:-

Councillor C Shaw, (North East Lincolnshire Council)

| Minute No. | Report No. | Business | Action by |
|-------------------|-------------------|-----------------|------------------|
|-------------------|-------------------|-----------------|------------------|

APOLOGIES

Apologies were noted.

63

DECLARATIONS OF INTEREST

Councillors Parnaby, Redfern and Gemmell all declared personal interests in Minutes 81 and 82 in so far as they were members of the East Riding Pension Fund.

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MINUTES OF THE HUMBER BRIDGE BOARD MEETING HELD ON 20TH DECEMBER 2013

Agreed – That the minutes of the Humber Bridge Board Meeting held on 20 December, 2013 having been printed and circulated, be taken as read and correctly recorded and be signed by the Chair.

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HUMBER BRIDGE ACT 2013

The Clerk and the Treasurer outlined the main powers included in the new Humber Bridge Act 2013 . It was reported that copies of the Act would be circulated once received and that the costs had been within the expected parameters.

Agreed – That Directors will receive copies of the Humber Bridge Act 2013 as soon as possible.

D
Stephenson

66 34 **APPOINTMENT OF DIRECTORS AND DEPUTIES**

The Clerk referred to the Humber Bridge Act 2013 which had increased the number of Directors by two who had been nominated by the Humber LEP and whose appointments were now effective. He reminded Directors that responses from some organisations regarding deputies had not been received.

Agreed – That Directors would remind their organisations of the need to return nominations for substitutions. ALL

67 35 **TREASURY POLICY STATEMENT AND STRATEGY 2014–15**

The Treasurer submitted a report that set out the proposed Treasury Policy Statement and Strategy for 2014–15 which is –

- To expedite repayment of the current loan outstanding to reduce the cost of interest payments over the remaining life of the loan;
- To refinance the current loan if market conditions make it cost effective so to do;
- To consider financing new capital expenditure by borrowing, thus spreading the cost over future years;
- To manage cash flow by temporary borrowing pending the receipt of income etc, and by temporary investment of surplus cash;
- To review the period of temporary investments in order to maximise available returns in light of the prevailing market conditions.

Directors discussed the feasibility of refinancing the current loan with a lower interest rate given the new powers contained in the Humber Bridge Act.

Agreed –

- (a) That the Treasury Policy Statement & Strategy for 2014–15 is approved, in particular noting the specific criteria identified at paragraph 6.6 of the report confirming counterparty lists remain to the UK only, and section 7 with regards to the creditworthiness policy .
- (b) That the list of organisations used for the on lending of surplus funds, currently meeting the minimum criteria as per paragraph 6.6, shown at Appendix 1 is approved.
- (c) That the Treasurer is authorised to undertake the delegations as detailed at section 10.

J Butler

INTERNAL AUDIT 2013–14 UPDATE

The Assistant Head of Service (Audit and Fraud), Hull City Council submitted a report that summarised the Internal Audit Work to date in respect of the audit year June 2013 to May 2014.

He reported that the audit work to date suggested that the Board was maintaining an adequate internal control environment; that the audits had identified a number of findings where further progress was required to address key risks; that where relevant, action plans had been agreed with the Board's Officers to progress these issues and that the programme of audit work was on track to ensure the agreed plan was delivered by the expected timescales and provide a formal opinion to support the Board's Annual Governance Statement.

Directors discussed when the new Toll Plaza would be completed; that any potential of risks regarding transactions had to be balanced against maintaining reasonable queues; the potential risks regarding data protection in respect of the server room; whether there was any guidance or set procedures in place and what was being undertaken to address the findings regarding daily reconciliation and whether individual floats were still used.

The Board was informed that the new Toll Plaza would be up and running from January 2015; that in respect of the risks regarding transactions there were controls in place and the risks were not considered as major; that the ICT work in respect of the server was in progress which included addressing sensitive areas such as data protection; that the Board would be provided with an update regarding the daily reconciliation and whether individual floats were still used and that the Board would receive a more detailed report at the Annual General Meeting in June.

Agreed –

(a) That the report is noted, and

(b) That the Board receives further information regarding the work being undertaken to address any potential risks around the daily reconciliation and individual floats

P Hill

EXTERNAL AUDIT PLAN 2013–14

The Treasurer submitted a report together with the Audit Plan 2013-14 submitted by the Board's External Auditors, KPMG. The Plan showed the work for the 2013-14 audit and reflected a risk based approach to audit planning, the fee for which of £9,840 was the same as the previous year.

John Prentice and Jackie Rae were in attendance to provide the Board with further detail. John Prentice referred to the headline

messages, in particular to the key financial statement audit risks which were around toll Income and the valuation of works in progress and removal of assets; and the Value for Money conclusion which would look at all aspects.

Agreed – That the External Audit Plan and the fee for 2013-14 is approved.

70 38 TOLL INCOME 2013–14

The Treasurer submitted details of the actual traffic flows and toll income for the first 44 weeks of 2013-14 compared with the comparable figures for 2012-13 and 2011-12. He reported that total income for the first 44 weeks of 2013-14 was £835k or 7.6% higher than the comparative period of the previous year, whereas total income in the first 40 weeks of this year was 6.8% higher than the same period in the previous year. He reported that the projected total income for the year was £14.281M compared with the budget for the year of £13.737M but this did assume the same 4 weekly percentage increases for the remaining 8 weeks of the year as in 2012/13.

Directors queried whether any information about the increase in trade traffic had been collected; whether the increase was due to traffic from the ports around the Humber or just traffic passing through and commented that the works on both the A Frames and Toll Plaza did not appear to impact on people using the Bridge

The Board was informed that comparison figures were included in the report and that a survey would be undertaken after the completion of the major works.

Agreed – That the report is noted

71 39 MAJOR PROJECTS UPDATE

The General Manager and Bridgemaster submitted Work Progress Summaries which illustrated the timelines, changes, issues and pending decisions for the delivery of the two current major maintenance projects

He reported that in respect of the Toll Collection System Replacement project there was an overall delay of three months due in part to the restrictions in the works area in order to allow three toll points to operate in each direction; that discussions continued to mitigate this delay; and that in general customers were not being affected by the works, although there were delays for northbound traffic during peak morning periods lasting several minutes.

The General Manager and Bridgemaster reported on the Agreed Compensation Events which were the Reduction in Super

Evaluation; RSA 2 Construction work issues and splicing of the main beams of the old canopy during Phase I. He reported that the unresolved Compensation Events were as a result of delays due to having 3 toll lanes operating and maintenance crossovers which meant that contractors worked in a smaller area but the flow of traffic offset this.

Directors discussed the issues around the Agreed Compensation Events and the implications of the Unresolved Compensation Events; whether the amounts were considered to be reasonable and the reasons behind particular events.

In respect of the A Frames Replacement project the General Manager and Bridgemaster reported that southbound traffic on the Bridge was still restricted to a single lane due to the works; that from early January 2014 traffic had been restricted on the northbound carriageway; that as the capacity of the Toll Plaza was not being reduced it was envisaged that the overall time delay would not increase for customers; that during the works an issue with the A Frames had been identified around the steel which appeared to be deformed and extra works would be required to determine the significance; and that as a result of this there would be a fairly significant compensation event of potentially around £200,000.

Directors queried when the works would be completed as there appeared to be two different completion dates reflected in the Work Progress Summary; the implications of the findings and whether the compensation event cost was considered reasonable.

The Board was informed that further details of the compensation event would be provided to Directors when known and that the completion date would be checked and confirmed to Directors.

Agreed –

- (i) That the report is noted, and
- (ii) That the General Manager and Bridgemaster will inform Directors of the completion date for the A Frames project.

P Hill

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HIGHWAYS AGENCY ROUTE BASED STRATEGY

The General Manager and Bridgemaster submitted for information the draft Highways Agency Funding Strategy. He noted that in the document there appeared to be no mention of the A15 but there did appear to be proposals for the M11 to be extended to the Bridge.

The Clerk commented that this would be a priority for the area as any improvements to the A15 would reduce the costs of the M11

and he suggested that if the Board approved he would contact the Highways Agency to discuss this issue with them.

Agreed –

- (a) That the Draft Highways Agency Funding Strategy is noted;
- (b) That the Clerk is authorised to undertake discussions with the Highways Agency regarding the Draft Highways Agency Funding Strategy, and
- (c) That the Highways Agency is requested to continue to consult with the Bridge Board in its remit and conclusions.

D
Stephenson
P Hill

73 ANY OTHER BUSINESS

No other business was raised at this point

74 EXCLUSION OF THE PRESS AND PUBLIC

Agreed – That in accordance with the provisions of the Board's Standing Orders 11 and 12 the public (including the press) be excluded from the meeting for the following items of business, minutes 75 through to 87, as the reports and appendices contain information relating to an individual and the financial and business affairs of the Board, as appropriate.

75 41 REVENUE BUDGET – PROBABLE 2013–14 and FORECASTS 2015–16 to 2020–21

The Treasurer submitted a report that compared the probable budget with the revised budget for 2013-14 (Section 4), and compared the proposed budget for 2014-15 with the probable budget for 2013-14 (Section 5)

He reported that the probable budget for the current year showed a deficit of £0.940m compared to the revised deficit of £1.595m, which was a decrease of £0.655m. The main reasons were that income from tolls was expected to be £0.544m higher and operating expenditure £0.137m less than the revised budget. As a consequence the probable Reserve Fund balance at year end would be £3.588m compared with £2.933m as shown in the revised budget.

The Treasurer explained that the proposed budget for next year showed a surplus of £0.061m compared to the probable deficit for the current year of £0.940m, which was a decrease of £1.001m. The main reasons for this were the increase in toll income of £0.714m, the reduction in capital financing costs of £0.417m which were partially offset by the increase in operating expenditure of £0.133m. As a consequence the proposed Reserve Fund balance at the year end was £3.649m. He noted that there were no proposals to increase the toll charges in the

coming year which would mean there will have been three years with no increase.

The Treasurer reported that it was proposed that next year's loan repayment to the Department for Transport of £1.600m would be brought forward from 31 March 2015 to 1 April 2014, saving £0.068m in interest charges, and another £2.000m be repaid on the same date, saving a further £0.085m in interest charges.

In conclusion the Treasurer explained that the biggest risk was that traffic growth and consequently toll income would not achieve the levels assumed in the proposed budget which was one of the reasons why the figures were monitored on a daily basis with monthly reports to the Board and why the Reserve Fund Balance was at the level proposed. He explained that the Board had a number of options at its disposal to recover the position if necessary.

Directors queried whether staff implications resulting from the new Toll Plaza were included in the current figures; why the report was exempt as it appeared to be a 'good news story' whether there should be a press release highlighting the positives.

Agreed –

- (a) That the probable budget for 2013-2014 is approved;
- (b) That the toll charges remain at the present level for the coming year;
- (c) That the scheduled loan repayment to the DfT of £1.600m is brought forward from 31 March 2015 to 1 April 2014 together with an additional repayment of £2.000m on the same date;
- (d) That the Treasurer's action in consultation with the Chair in giving notice to the DfT of the accelerated and additional repayments is confirmed;
- (e) That the proposed budget for 2014-15 is approved, and

J Butler

That the financial forecast for 2015-16 to 2037-38 is updated to reflect the probable budget for 2013-14, the proposed budget for 2014-15 and changes to the assumptions previously made that are no longer.

CAPITAL BUDGET – PROBABLE 2013–14, PROPOSED 2014–15 AND FORECASTS 2015–16 TO 2020–21

The Treasurer submitted a report that set out the capital schemes financed from the Maintenance Fund, that compared the probable and revised budgets for 2013-14 and that showed the proposed budget for 2014-15. The report also included budget forecasts for 2015-16 to 2020-21.

He reported that the probable budget for expenditure for the current year totalled £7.370m, which was a shortfall of £1.747m against the revised budget due to the reduction in the cash flow of four schemes; that the proposed budget for expenditure for next year totalled £4.940m, a reduction of £2.430m compared with the probable budget for the current year due to the different cash flows; that the budget forecasts for expenditure totalled £17.870m for the period 2015-16 to 2020-21; and that the transfer from the Income & Expenditure Account to the Maintenance Fund varied from year to year having regard to the amount of expenditure and the need to maintain an adequate balance in hand on the Fund.

Directors queried the general condition of the Bridge and when the Board last received a report on its condition; how the Bridge compared to other Bridges in lifespan and whether there could be any major works being undertaken during 2017 that may affect the City of Culture events.

The Board was informed that a report on the condition of the Bridge was submitted six years ago.

Agreed –

- (a) That the probable budget for 2013-14, the proposed budget for 2014-15 and the forecasted budgets for 2015-16 to 2020-21 are approved, and J Butler
- (b) That the probable budget for 2013-14, the proposed budget for 2014-15 and the forecast budgets for 2015-16 to 2020-21 are reflected in the updated financial forecast for the period 2015-16 to 2037-38.

FINANCIAL FORECAST 2015–16 TO 2037–38

The Treasurer submitted an update of the financial model which reflected the probable and proposed revenue budgets for 2013-14 and 2014-15 respectively, the capital budgets for 2013-15 to 2020-21 and incorporated the revised assumptions set out in Section 4 of his report.

He reported that one of the key assumptions was that relating to tolls. Appendix 2 compared forecast toll charges with what they would be if they were increased each year in line with an annual

2% increase in the retail price index. The forecast assumed that there would be no increase in charges for the first 5 years to 2017-18 when they would be increased in line with inflation subject to 10p rounding, and similarly every 3 years thereafter. It was also assumed that the final year of traffic growth “ramping up” as a consequence of the reduction in tolls on 1 April 2012 would result in additional income of 5% in 2015-16, thereafter growth was assumed to be nil. The report also considered possible risks and opportunities arising from what was considered to be a relatively cautious forecast.

Directors queried whether there was a point when the Bridge would be considered too old and commented that the report contained good news. The Board was informed that when the Bridge was built there was a predicted lifespan of at least 120 years but the Bridge had been properly maintained and had a high safety record.

Agreed –

- (a) That the report is noted, and
- (b) That the financial forecast for the period 2015-16 to 2037-38 is approved and reviewed regularly. J Butler

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REVIEW OF MAJOR CONTRACTS

The Treasurer reported that the Internal Audit Section of Hull City Council had been commissioned to carry out a review of the Board’s arrangements in relation to the letting of contracts for major projects. The main objective of the review had been to identify any lessons learned from the process followed in awarding these contracts. The Review had set out to answer five key questions and the report contained the overall conclusions and detailed recommendations.

Agreed –

- (a) That the report is noted, and
- (b) That the following recommendations as outlined in the report are accepted and implemented.
 - i) That the Chief Officers Group, supplemented by a Board Director with construction experience and other experts as deemed necessary, continue to oversee major CONTRACTS; J Butler
D Stephenson
 - ii) That the CPRs are updated to explicitly state that the Clerk must be consulted over the contracts at the earliest opportunity;
 - iii) That provisions of existing SLAs and contracts, in particular the Legal and Committee Services SLA is

taken into account when the terms of reference for consultants are developed;

- iv) That the authority of delegation is updated to clarify that the appointment of consultants for legal advice comes within the remit of the Clerk;
- v) That Directors receive timely reports, especially where a Board decision is required;
- vi) That the parameters for financial institutions that are acceptable for the bonds are stated within the CPRs;
- vii) That the scheme of delegation and CPRs are revised to ensure that there is appropriate segregation of duties, and
- viii) That a lessons learned log is maintained of what worked well and what did not with contracts and incorporated when contracting for future contracts.

79 45 DIRECTORS' INDEMNITY INSURANCE

The Treasurer submitted a quotation for Directors' Indemnity Insurance received from the Board's current insurers Zurich Municipal.

Directors queried whether there had been a claim previously and, if so, whether this would have to be declared. The Treasurer reported that he would check whether there had been any previous claims.

Agreed –

- (a) That the report is noted, and
- (b) That the quotation from Zurich Municipal as detailed in the J Butler report is accepted by the Board.

80 46 DIRECTORS' ALLOWANCE SCHEME

The Treasurer submitted a report that set out a proposed Directors' Allowances Scheme which was largely based on Hull City Council's Members Allowances Scheme. He referred to Section 5 of the Humber Bridge Act 2013 which enabled the Board to pay each Director such reasonable expenses as the Board may from time to time determine.

He explained that the Scheme envisaged that the four Directors appointed by the constituent authorities and their Deputies were not entitled to claim allowances from the Bridge Board other than travel and subsistence allowances whilst on approved Bridge

Board Business outside the area of the constituent authorities, as it was assumed that the cost of travel and subsistence would be met by the constituent authority and attendance at meetings etc, would be covered by basic and special responsibility allowances. However, the two Directors nominated by the Humber Local Enterprise Partnership and their Deputies would be entitled to claim allowances from the Bridge Board whilst on approved Bridge Board business.

It was felt that expenditure as a consequence of the scheme would not be significant and could be accommodated within the proposed revenue budget.

Directors discussed the allowances paid by the constituent authorities; whether mileage to and from Board meetings should be paid by the Board; that some local authorities did not pay these expenses; that this issue had been debated by MPs when the Act was going through Parliament; whether all Directors should receive an attendance allowance as well as travel allowances; whether the private sector Directors should receive attendance allowances and whether all Directors should receive travel allowances from the Board.

The Chair proposed that the private sector Directors should be allowed to claim attendance allowances and that all Directors should be allowed to claim travel allowances from the Bridge Board.

Councillor Redfern abstained from voting on this proposal but all other Directors present were in favour. (Councillor Parnaby OBE; Councillor Gemmell OBE; Councillor Oxby, Lord Haskins and S Martin)

Agreed – That the Private Sector Directors would be allowed to claim attendance allowances from and that all Directors would be allowed to claim travel allowances from the Bridge Board.

J Butler

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PENSION FUND ACTUARIAL VALUATION

(Councillors Parnaby, Redfern and Gemmell all declared personal interests in this minute in so far as they were members of the East Riding Pension Fund.)

The Treasurer submitted a report on the Fund Actuary's formal triennial valuation as at 31 March 2013 of the East Riding Pension Fund, of which the Humber Bridge Board is a participating employer.

Attached to the report were the Employer Results Report and the Results Schedule setting out the Board's formal valuation, which has two main purposes -

- (i) to calculate the Board's funding position within the Fund,

- and
- (ii) to determine the contributions the Board would pay to the Fund from 1 April 2014 to 31 March 2017.

The funding level at 31 March 2013 was 76% - a deficit of £3.015m, compared to 72% at 31 March 2010 - a deficit of £2.866m. The main reason for the increase in the deficit is the change in financial assumptions, although this was largely offset by greater investment returns, greater contributions, lower salary increases and changes in mortality assumptions.

The Actuary had determined a contribution of £0.169m (or 10.8% of the payroll) to repay the deficit over the next 20 years, and a future services rate of 21.6% of payroll. This is equivalent to a combined rate of 32.3% (compared with 27.1% in the current year) and results in additional contributions to the Pension Fund totalling £0.090m for which provision had been made in the Revenue Budget.

The treasurer reported that he had notified the Fund (who required confirmation by 7 February) that the Board will contribute £0.169m plus 21.6% of payroll next year as certified by the Actuary.

Agreed –

(a) That the report is noted, and

J Butler

(b) That the Treasurer's action in notifying the Fund as per paragraph 1.5 of the report is confirmed.

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PENSION SCHEME CHANGES AND AUTO ENROLMENT

(Councillors Parnaby, Redfern and Gemmell all declared a personal interest in this minute in so far as they were members of the East Riding Pension Fund.)

The Treasurer submitted a report on the implications of a number of legislative changes to the Pension Scheme which come into effect on 1 April 2014.

He reported that at present 67 of the Board's employees are members of the Local Government Pension Scheme which was administered by the East Riding of Yorkshire Council. One of the changes that would affect the Board's finances was that pensionable pay would now include non-contractual overtime and this would cost an additional £20,000 a year in employer's contributions for which provision has been made in next year's Revenue Budget.

The Government had also approved legislation which meant that every employer must automatically enrol employees into a workplace pension scheme if they -

- (i) were aged between 22 and state pension age;
- (ii) earned more than £9,440 a year, and
- (iii) worked in the UK.

The Board's employees currently in the East Riding Pension Fund would be automatically enrolled on 1 May 2014 and would carry on as before with the same contribution rates and benefits.

Auto enrolment for the remaining employees (one of whom was not currently eligible) who are not in a pension scheme had been postponed until October 2017 but they could join before then although none had expressed a wish to do so.

If they still felt the same in 2017 when auto enrolment came into effect, they would have to opt out, but if there was a change to these employees' terms and conditions before 2017 they would automatically be enrolled but could still opt out if they wanted to. No provision has been made in the Revenue Budget for 2014-15 to cover the cost should they decide to join, in which case the cost would need to be met from the Reserve Fund.

New employees would also be automatically enrolled but can opt out, although they may be less likely to, so the provision that has been made in next year's revenue budget for the two proposed new posts does include employer's contributions.

Directors acknowledged that this was an area that had to be addressed by the Board and that the required adjustments to provision had been allowed for in the Revenue Budget.

Agreed – That the report is noted and the Board acknowledges the provisions made as specified in the report in the Revenue Budget. J Butler

83

49

SICKNESS LEVELS

The General Manager and Bridgemaster submitted a report on staff sickness levels since December 2013.

He reported that since April 2011 sickness data had been compiled electronically into the Board's Human Resources profiling software which allowed comprehensive recording and examination of absence statistics; that there was a strict adherence and compliance to the Board's Sickness Policy and Procedure and after every absence a line manager would conduct a return to work interview and that during the interview any trigger points contained within the policy would be identified and the staff member would be invited to the next stage of the process; that there was also a procedure for long term illness which would involve home visits and if necessary access to medical information through a GP; that this information would be used to determine if a phased return to work would be

necessary.

The General Manager and Bridgemaster reported that since October 2013 the long and short term sickness had been below previous levels of sickness but had risen slightly over the last couple of months; that sickness levels continued to be monitored by department; that there was a potential for short term sickness increase due to the works on the Toll Plaza but it was difficult to identify overall trends and there did not appear to be any trends linked to the operating environment; that there was an aging workforce.

Directors discussed whether the increase was in long term or short term sickness; whether management undertook home visits if staff were off sick; whether managers' absence was included in the figures in Appendix 1; at what point did managers carry out home visits or were they only carried out following agreement with the person concerned; that the DWP was launching a Health and Work service to small business had this been considered alongside the option of using Occupational Health Services; that based on the figures shown the average number of days lost per employee appeared to be 18.91 days, what actions or interventions would be undertaken to reduce this; short term absence appeared to be 4.70 days was this considered to be low for 77 employees; the percentage figures shown in Appendix 1 did not seem to correlate with the number of days lost would there be a reason for this; after what period of time did an employee move from short term to longer term absence procedures; that under the Equality's Act the use of "man days lost" was classed as discriminatory; and that short term average days of 4.70 and long term average days off sick of 14.21 were twice the rate of local government and three times the rate in the private sector was anything being done to address this and find out the reasons, and whether the Board could be provided with information on the reasons people were off sick.

The Board was informed that the increase was in long term sickness; that employees off sick would be offered a home visit but cannot insist on home visits; that work was undertaken with staff to address issues that could instigate sickness.

Agreed –

- (a) That the report is noted, and
- (b) That a further report is submitted to a future meeting that would provide the Board with information on opportunities for utilising occupational health services and an overview on the reasons for sickness. P Hill

84 50 **LAND AT FERRIBY ROAD**

The Clerk reminded Directors that the Inspector's report following the Public Inquiry in respect of the application to register the Board's land in Ferriby Road as a new town or village green will be submitted to the East Riding of Yorkshire Council to make an appropriate determination. The report has not yet been issued but is expected towards the end of March and the outcome will be notified to Directors. The legal costs paid by the Board to date total £60,978.

Agreed – That the report is noted and the Inspector's report is provided to Directors when available..

D
Stephenson

85 51 **BRIDGEVIEW PARK**

The Clerk submitted a report that outlined the progress made on East Riding of Yorkshire Council's Vision Plan of how the Humber Bridge and the Country Park could be refreshed. He reported that no formal approach had been made by the Council to the Bridge Board but the Board's Chief Officers would be meeting the Council's Director of Planning and Economic Regeneration on 14 March to discuss funding and other implications and a report would be submitted to the next meeting of the Board.

Agreed – That the update is noted and that a report is submitted at the next meeting.

D
Stephenson

86 52 **CHIEF OFFICERS' REVIEW**

The Clerk, in submitting a joint report with the Treasurer and the General Manager and Bridgemaster on the outcome of a review of their roles and setting out proposals for the future, reminded the Board that he and the Treasurer had offered to continue in their roles on their current fees, terms and conditions until such time as the future arrangements were determined and replacements in place.

He referred to the report submitted to the previous meeting and explained that this report provided details of the revision of the present roles of the three chief officers which had been expanded to reflect in particular responsibility for the additional functions of the Board contained in the Humber Bridge Act 2013. He explained that the three officers met informally on a regular basis but it was intended that this should be formalised as the Chief Offices Group to which other officers, specific Board Members and specialist advisers would attend where appropriate.

No imminent change was envisaged in the fees, salary and terms and conditions of the three posts other than to make it clear in respect of the Clerk and the Treasurer posts that -

- the former should be legally qualified,
- the latter should be a qualified member of a recognised professional accounting body,
- candidates should be independent of the constituent authorities, and
- the basic fee covers a specified number of hours/days, e.g. 24 days/180 hours a year,

The Clerk explained that having covered the role of Clerk over the last few years he and the two other chief officers were of the opinion that officers independent of the constituent authorities would be better placed to undertake the Clerk and Treasurer roles as otherwise the work undertaken will inevitably conflict with their roles in the constituent authorities.

The Chair referred to a letter he had received from the Chief Executive at North East Lincolnshire Council suggesting that candidates from the constituent authorities should be considered for the vacancies before the Bridge Board sought to recruit externally to fill the posts.

Directors discussed what had worked well and what had not worked well in the past when senior local authority officers had also occupied the posts of Clerk and Treasurer to the Board. It was pointed out that all the constituent authorities were facing large financial restrictions which would mean that senior officers would not have the time to take on such roles personally; that independent people in the roles enabled them to give the necessary time to the Board; that consideration could be given to the constituent authorities as to whether they had suitable candidates before filling these posts externally; that the four constituent authorities had expert people on regeneration; that the process need not exclude officers from the constituent authorities from applying; and that the Government had stipulated that the new Board should be more independent of the constituent authorities.

Councillor Redfern proposed that officers from the constituent authorities should be considered first before advertising externally. This was seconded by Councillor Oxby.

A vote was undertaken and two voted for the proposal and three voted against. Councillor Parnaby abstained from voting.

The proposal was dismissed and the recommendations in the report agreed but it was noted that officers from the constituent authorities would be able to apply.

Agreed –

- (a) That the revised roles of the three chief officers are approved;
- (b) That a Chief Officer Group is formally established as outlined in the report;
- (c) That the current fees, salary and terms and conditions are confirmed as clarified in paragraph 1.6 of the report, and
- (d) That the Clerk and the Treasurer posts are advertised and appropriate arrangements made for the selection and interview of suitable candidates

D
Stephenson
J Butler
P Hill

87

ANY OTHER BUSINESS

87.1

Parapets

In response to a question, Directors were reminded that in view of the very substantial cost they had resolved in 2012 not to erect parapets along the Bridge and had deleted the budget provision.

Discussion took place around subsequent discussions with the Health Authority in respect of the measures they had in place and the preventative work they were undertaking..

Agreed – That the General Manager and Bridgemaster submits a report on the discussions with the Health Authority.

P.Hill

87.2

Concessions for Hospital Patients

Directors queried whether any progress had been made in considering whether concessions for people using the Bridge to access particular treatments in hospitals can be justified.

The Board was informed that Councillor Shaw had been tasked in 2012 with obtaining further information following the report submitted to the Board by the General Manager and Bridgemaster but it appears that no new information has come forward.

Agreed – That the General Manager and Bridgemaster in consultation with the Clerk and the Treasurer submit a report on the current position to a future meeting of the Board.

P Hill

10.30 – 12.30