Highways Maintenance Efficiency Programme – 18th Board Meeting
Friday 30th November 2012, Great Minster House

<u>Attendees</u>

Mostaque Ahmed	*Chair, DfT*	Matthew Lugg	*Leicestershire CC*
Jason Russell	*Surrey CC*	Steve Kent	*Cheshire West & Chester*
Dana Skelley	*Transport for London*	David Grunwell	*Highways Agency*
Geoff Allister	*HTMA*	Tony Gates	*HTMA*
Haydn Davies	*DfT*	Philip Dyer	*Atkins*
Lloyd Miles	*Secretariat, DfT*	Sam Cunningham	*Surrey CC*

<u>Apologies</u>: Paul Bird (*Essex*), Chris Mulligan (*Atkins*) and Eamon Lally (*LGA*).

<u>Distribution</u>: All present plus Andrew Smith (*Hampshire*), Gary Thompson (*Leicestershire*), Tim Pemberton & Jane Coslett (*Cheshire West and Chester*), Steve Berry (*DfT*), Derek Turner (*HA*) and DAG members.

<u>Item</u>

1.   Introductions

1.1   Introductions were made

2.   Note and action from 17th Board meeting on 1st October 2012

2.1   These had been previously agreed and published on 15th November. The one action had been completed.

3.   Programme Management - Dashboard

3.1   The Board discussed the latest version of the Programme Dashboard, and key points are noted below.

3.2   <u>Benefits</u>: This would be a substantive item for the Design Assurance Group (DAG) meeting on 9th January. It was noted that the National Audit Office were considering a report into national and local highways maintenance next year.

3.3   <u>Gateway Plan</u>: The potential high workload for the remainder of 2012/13, and restricted availability and capacity of the various Groups was noted and would be monitored. DAG has a pivotal role, and as it was nearly a year since the new structure was established their role and capacity would be reviewed by Haydn Davies (the programme manager) and Paul Bird (the Chair of DAG). The review findings and any recommendations for changes to HMEP would be reported for consideration and if necessary approval at the next Board meeting (**Action 18-1:** Haydn Davies/Paul Bird).

3.4 Finances: It was noted that a number of projects had revised funding requirements, including some requiring additional money (due to factors such as changes in scope since original approval, additional work and/or need to reflect on comments from DAG). In future the Board requires advanced notice and more information, including the reason for changes especially where they are a result of additional work or a change in a project's scope. Revised arrangements for dealing with urgent requests for revised funding beyond agreed tolerances outside the Board cycle were also needed (**Action 18-2**: Haydn Davies).

4.   Projects requiring a Gateway decision
- *Client – Service Provider Collaboration (Gateway 1 – Design)*
- *Standard Document Compiler (Gateway 1 – Design)*
- *Guidance on Drainage Assets (Gateway 3 – Release)*
- *Asset Management Toolkits (Gateway 3 – Release)*
- *Standard Specification (Gateway 2 – Early Enabler)*

4.1 The projects were discussed and approved to pass the gateways indicated. However the Board noted that the amount of information made available to them for each project should be more comprehensive in future. This was to enhance their ability to make informed decisions and reduce risk to the Programme. It was suggested that the Board could receive the same Gateway papers circulated to DAG; however on balance it was considered that providing this full set of information would risk overloading the Board and duplicating DAG's role.

4.2 A proportionate amount of information, in good time for Board consideration, was needed. A decision on any revised arrangements for the roles, responsibilities and governance of DAG and the Board would be included in the report specified in 3.3.

5.   Update - Supply Chain Review

5.1 Jason Russell presented his paper on the project's progress, and the key findings and next steps were noted by the Board. This included moving the project away from providing a toolkit and towards a supply chain management approach. This could be achieved within regional alliances and single authorities in the Post 2013 structure now being considered.

5.2 Any significant change in project scope and any additional funding resulting from the early enablers stage would need to be considered by DAG, with its recommendation presented to the Board for a final decision (**Action 18-3**: Jason Russell).

6.   Post 2013 progress

6.1 Matthew Lugg presented the latest version of the Post 2013 Business Case and the presentation was subsequently circulated. A number of organisations were being considered as potential future hosts for HMEP, and members of the Board declared their interests where appropriate. Criteria being applied to candidate hosts included Strategic Objectives,

Scope of Activity (compatibility), Representation (membership), Influence (reach), Governance & Capacity.

6.2 The issue of future funding for HMEP with significantly reduced or no Government grant was still being considered, with a levy or payback mechanism potentially having greater benefits than subscription funding.

6.3 Any comments on the presentation, and the proposed host criteria, should be sent to Philip Dyer by close Wednesday 5th December (**Action 18-4**: Board Members). It was also agreed that the Post 2013 business case would be published on the HMEP website, subject to a final review by Haydn Davies (**Action 18-5**: Haydn Davies).

6.4 It was explained that funding for a Local Business Change Coordinator role was part of the agreed Stage 2 work, but details of what and how the functions would be performed are still being considered. The Board agreed that the role should be able to reflect different regional needs within the local delivery network. The Engage and Enable Group would refine the Coordinator's functions and how they would be delivered, with Haydn Davies and Atkins providing an initial draft (**Action 18-6**: Haydn Davies/Atkins, E&E Group).

7. Next steps regarding future projects and scope of HMEP

7.1 There was insufficient time for this item to be adequately considered, so it was deferred to the next meeting. A paper would be prepared for the Board to consider, covering suggestions being made for new projects and previously stalled projects. This would be set in the context of the emerging proposals for HMEP Post 2013 (**Action 18-7**: Haydn Davies).

8. Strategic Review expenses

8.1 An initial discussion took place on how fees and expenses for the reviews would be handled, particularly for the agreed early enablers. The intention remains that the reviews be self-financing in the long term (release to the sector), so their treatment could have implications. Further discussions will be held with the LGA on the long term arrangements, in the meantime the proposals for the early enabler stage would be circulated to the Board for information and comment (**Action 18-8**: Philip Dyer/Board Members).

9. Date of next meetings

- Friday 31st January; 13:30, GMH
- Thursday 21st March; 13:30, GMH
- Tuesday 31st May; 10:00, GMH