

HMEP 7th Board Meeting
Wednesday 29th June 09:30 – 12:00
Room LG3, Great Minster House

Present

Mostaque Ahmed	DfT, Chair Programme Board
Gary Thompson	Work stream group 1
Jason Russell	Chair work stream group 2
Julian Abel	Chair work stream group 3
Steve Kent	Chair work stream group 4
David Hutchinson	HTMA
Sam Cunningham	Work stream group 2
Lloyd Miles	HMEP Secretariat

Copies to: All present, plus Andrew Smith (Hampshire), Matthew Lugg (Leicestershire), Tim Pemberton (Cheshire West and Chester), Martin Duffy (Happold Consultancy), Paul Bird (Essex) and James Kaye (DfT).

Notes & Actions

1. Introductions

1.1 Introductions were made.

2. Note of 6th Board meeting on 9th May 2011

2.1 These were agreed and would be published on the HMEP website in due course.

3. Action List: Update

3.1 The action list was updated, as per version 11.

3.2 The need for more 'early successes' was discussed. A more consistent approach and appearance was desired, along with a constant flow of examples and the Quality Assurance Group may be able to assist with the former. A key element was not to preach, but identify problems and their solutions. The email updates would be used to promote any good examples.

3.3 It was not clear what the take-up had been, but the web front page had been viewed around 1,100 times (out of 16,031 page views for the HMEP website as a whole). Out of the 14 early successes, individual views pages ranged from over 150 (good procurement themes) to less than 10.

4. Operation of Project Managers Group, purpose and activities

4.1 The Project Manager's Group had held its first meeting on 20th June and would assist the Board to deliver HEMP. **One area that needed to be taken forward was an overall risk register for HMEP (Action 7.1, LM).**

5. Work Stream Group Highlights & Risks

5.1 Each workstream highlighted the key areas of their individual programmes. Key areas are noted below.

Work Stream Group 2

5.2 The first series of workshops had been completed for three out of four areas. Two outputs were close to being signed off and circulated, and an issue for consideration was how much consultation would be undertaken on these.

5.3 Pilot areas being looked at were the SE7, Northumberland (with a DLO) and a number of authorities from Greater Manchester, with a start in September lasting until April 2012. Costs and savings in a discrete number of areas would be looked at.

5.4 It was noted that HMEP must be portrayed as a mechanism to assist authorities, and not an alternative to private consultants.

Work Stream Group 3

5.5 The Local Government Group had a new Transport officer, Eamon Lally, who had taken over from Carolyn Green.

Work Stream Group 4

5.6 WSG4 advised that they were splitting their proposals into 2 groups: those with an NHT focus around cost, quality, benchmarking and customer perception and those revolving around future proofing such as recycling, carbon and climate change.

5.7 The NHT was based on a membership of around 90 local authorities and Measure2improve (M2I) provided the support services. Engagement and procurement of NHT services for HMEP would be key, and would cover a number of workstream groups.

5.8 Issues concerning NHT included aligning their specification to HMEP, impact on NHT subscriptions of HMEP involvement, impact on other organisations surveys, the complexities of benchmarking and the need for regional groupings. Emphasis on the voluntary nature of NHT was also required, while transparency was needed especially in any procurement.

5.9 It was now too late for HMEP to engage in the 2011 NHT survey, but this meant there was a good lead-in time for the 2012 survey. **It was proposed that NHT be asked how they could assist HMEP, possibly to a sub-group, who would report back to the Board (Action 7.2, SK/TP).**

Programme Management

5.10 The need for professional programme management to assist HMEP was discussed. **WSG2 would circulate proposals in due course (Action 7.3, JR/SC).**

Quality Assurance Group (QAG)

5.11 The meeting of the QAG would be held at GMH on 30th June, where the terms of reference and other housekeeping could be completed. A key task for the QAG would be ensuring that HMEP produced consistent, quality and usable products. **As chair of the QAG Paul Bird would be invited to join the HMEP Board (Action 7.4, MA/LM).**

6. Approvals & Consents

WSG1 – Asset Management briefs

6.1 WSG1 had circulated five proposed asset management briefs prior to the meeting but also now tabled funding proposals for 11 of their projects. These were all approved except for the updating of ‘Well-maintained highways’ (project 1.5.2) which would be taken forward by UKRLG.

WSG1 – Potholes Review

6.2 Any further comments on the potholes review brief should be provided by Monday 4th July (**Action 7.5, ALL**).

WSG2 – Project Management

6.3 Following discussions with DfT an additional £20,000 per annum would be allocated to cover Surrey’s costs. A revised funding proposal would be circulated for approval by the Board (**Action 7.6, LM**).

WSG3 – Communications Manager invitation to tender

6.4 The need for a communications manager who would assist in the delivery of HMEP communications through the strategy and plan was discussed. It was proposed that one be procured, and while going through Hampshire would alleviate some of the issues, due to its sensitivity it would still require formal approval from within DfT that would be difficult.

WSG4 – Five workstream briefs

6.5 Approval was given in principle to proceed with the 5 briefs circulated in advance of the meeting.

7. Programme Visioning Workshop, 11th July 2011.

7.1 WSG2 advised that details of the vision workshop were being confirmed.

8. Engagement with HA/Strategic Roads Review

8.1 DfT had met with HA regarding HMEP and there had been an honest discussion of each organisation's viewpoint. Derek Turner was nominated as the HA's lead on HMEP, though this function may get delegated.

8.2 The Strategic Roads Review would be included within the vision workshop, and ML would be asked to provide a figure of how much local authorities spend on highways maintenance (**Action 7.7, ML**).

9. CIHT workshop: Public & Private building closer relationships; 14th July

9.1 HTMA confirmed that the workshop would be professionally assisted, and the issue of whether CIHT could use their survey group was raised.

10. Engagement with LG Improvement & Development and Southwest Councils & Elements 2

10.1 The RIEPs and IDeA had received DfT funding to support local authorities develop good practice in transport and highways, and the South West IEP led on transport. Their letter of 2nd July 2010 highlighted a number of the key successes of the programme and gave a summary from each of the RIEPs and the IDeA programme. It would be important for HMEP to build on this work wherever possible and avoid any duplication, so DfT would re-circulate the letter for consideration by each of the WSGs (**Action 7.8, ALL**).

10.2 ML would be taking forward the Elements 2 work, while WSG3 were investigating using Blackpool's asset management approach as a case study.

11. Date of next meetings:

- Friday 5th August, 09:30, Room 1/26d GMH
- Monday 12th September, 09:30, Room 2/16, GMH
- Wednesday 12th October, 09:30, Room 2/16, GMH
- Friday 11th November, 09:30, Room 2/16, GMH
- Tuesday 6th December, 13:30 (tbc), Room 2/16, GMH

HMEP
9th August 2011