



Highways Maintenance Efficiency Programme

Board Meeting
Thursday 22 May 2014

Present		
Stephen Fidler	DfT	Chair (part of the meeting)
Louise Ivison	DfT	Minutes
Geoff Allister	HTMA	
Haydn Davies	DfT	
Tony Gates	HTMA	
Steve Kent	ADEPT	
Matthew Lugg	DfT / Mouchel	
Sue Percy	CIHT	
Jason Russell	Surrey CC	
Dana Skelley	TfL	
Paul Hersey	DfT	Guest for Item 8

Apologies		
Paul Bird	Essex CC	
David Grunwell	Highways Agency	
Kamal Panchal	LGA	

1. Notes of the last meeting	
Notes of the last meeting were agreed. All were reported as completed, with the following exception: <u>Item 5, PB, HD, LI to develop and circulate proposed Terms of Reference for the Challenge Group.</u> Action – PB, HD, LI to carry forward this action, by 13 June. All agreed to go back to first principles, to ensure that the Group adds value. It was suggested that a role for the Group could be to ensure that the work of the other four Groups integrates well together.	PB, HD, LI
2. Introduction and objective of the meeting	
SF was unable to attend the meeting, but joined by phone for part of it.	

This was TG's last meeting, as his term as Chair of the HTMA is finishing. HD thanked TG on behalf of the Board for his input on HMEP. GA reported that Richard Chinn (Mott MacDonald, formerly Hampshire County Council) will be taking over the role.
Action – GA to ensure that HMEP is covered in the handover between TG and Richard.

3. 2014-15 Budget and Annual Plan

Sustainability Group (Haydn Davies)

SF outlined his ideas for the sustainable future of HMEP. This involves splitting HMEP's 'offer' into three groups:

- 'Off the shelf' products, which do not require regular or frequent updates. These could be put under the guardianship of one or more sector expert bodies, such as the UKRLG, and would be available free of charge.
- Outputs that require regular or frequent updates. These would have a revenue potential and could be put under the guardianship of a not-for-profit partner, such as CIHT or an LA trading company.
- Ongoing leadership and coordination of the programme. This could be done with through DfT, or through a secretariat within the sector.

SF also confirmed that he plans to seek DfT funding for HMEP, for at least the financial year 2015/16, and that the focus of this would need to be on sustainability.

SP and ML both expressed an interest in being involved in the development of the HMEP Sustainability strategy.

All agreed that:

- Sustainability should be the key focus for HMEP in 2014/15
- The public-private partnership theme of HMEP should continue.

A number of considerations / risks were highlighted:

- It is important to consider the new focus of the Highways Agency.
- Could HMEP become too 'diluted' if its products are distributed between too many different organisations?
- How will we define 'sustainability' and 'what will success look like?'?

Action – HD (in consultation with SP, ML and the Executive Group) to produce a proposal for the Sustainability Group's work. Circulate within a month (but ideally by 6 June) and seek feedback from the Board by correspondence.

Build Capacity Group (Geoff Allister)

GA outlined the work taking place in the Build Capacity Group.

Enable & Embed (Jason Russell)

JR outlined the work taking place in the Enable & Embed Group.

HD

LGA Peer Reviews: JR reported that these are oversubscribed for this year. It was queried whether HMEP should consider other options for those local authorities that haven't been able to get on the list for this year. JR confirmed that HMEP is already prioritising those with the greatest need for the peer reviews, and signposting others to alliances, or less formal conversations with other local authorities.

CQC: JR confirmed that this project has a reduced scope, due to the reduced budget. The outputs will show local authorities where they are 'at', which would be useful, for example, for a peer review. However, whilst the data can compare different authorities, it won't be sufficiently robust to link this to funding levels, for example.

Managing HMEP Products (Steve Kent)

SK outlined the work taking place in the Managing HMEP Products Group.

All agreed that it is important that being able to 'buy' products forms part of the new website design.

4. Benefits verification and realisation

A short discussion was held on how best to meet requests from the Cabinet Office and the National Audit Office.

SF agreed that the costs for this will be met by the programme support budget (within the Sustainability Group).

All agreed that, ideally, an agreement will be reached with the Cabinet Office and the National Audit Office, that takes into account the resources and requirements of both them and HMEP.

SK and JR volunteered to be involved in this work.

Action – HD to liaise with the Cabinet Office to arrange a meeting to progress this.

HD

5. Project-specific work

Asset Management e-learning

It was confirmed that the development of the e-learning system is underway.

Supply Chain Collaboration Toolkit

It was confirmed that this product is now ready to launch.

Efficiencies in Streetworks

ML confirmed that this project is now closed, and that the consultation report is the final product. ML confirmed that this report can now be published on the HMEP website.

Action – LI to upload the report onto the website.

LI

6. AOB	
<p><u>Work done by Atkins</u> The importance of ensuring that the time Atkins spend on the different Groups' work is appropriately delineated and recorded was highlighted. Action – GA and HD to agree how this is achieved.</p> <p><u>Progress of work</u> All agreed that 'finite' projects, particularly ones resulting in products, should be got underway as soon as possible, to ensure benefits can be realised early.</p>	GA, HD
7. Next meeting	
<p>Dates of the remaining meetings in 2014 are as follows:</p> <p>31 July 2 October 27 November</p> <p>All are 12:30pm to 3pm at Great Minster House, London.</p>	
8. Linking highways maintenance funding to efficiencies	
<p>Paul Hersey (Highways Maintenance, DfT) presented emerging ideas for the upcoming formal consultation on proposals to link local authorities' highways maintenance funding to more efficient practices.</p> <p>Comments were taken by Paul to feed into the development of the consultation document.</p>	