

**Highways Maintenance Efficiency Programme – 23rd Board Meeting
Friday 18th October 2013, Great Minster House**

Attendees

Stephen Fidler	<i>Chair, DfT</i>	Matthew Lugg OBE	<i>Mouchel / DfT</i>
Jason Russell	<i>Surrey CC</i>	Steve Kent	<i>Cheshire W & Chester</i>
Haydn Davies	<i>DfT</i>	Dana Skelley	<i>Transport for London</i>
Geoff Allister	<i>HTMA</i>	Sue Percy	<i>CIHT</i>
Tony Gates	<i>HTMA</i>	Nicky Bruncker	<i>Atkins</i>
Philip Dyer	<i>Atkins</i>	Sam Carr-Archer	<i>Atkins</i>

Apologies

Kamal Panchal	<i>LGA</i>
David Grunwell	<i>Highways Agency</i>
Paul Bird	<i>Essex CC</i>

Distribution: All present and apologies, plus Gary Thompson (Leicestershire), Tim Pemberton & Jane Coslett (Cheshire West and Chester), Vicki Trust (Surrey), Steve Berry (DfT) and Design Assurance Group (DAG) members.

Agenda

1. Notes from the last meeting on 1st August 2013

- 1.1 Notes from the last meeting were agreed.
- 1.2 Matthew Lugg OBE asked for an update on the Strategic Review from Jason Russell.

Jason explained that there were now no blockers to progress and the LGA were moving forward with engagement meetings as well as holding a peer training day next week.

Geoff Allister asked to be provided a three-page document to explain the Strategic Review to HTMA members. **(Action – Jason Russell).**

2. Introduction to the Annual Plan

- 2.1 SF introduced the discussion on the Annual Plan explaining to the Board that the ‘exam question’ was whether the Board were comfortable to ‘sell’ this document to their peers in the sector. Stephen explained that comment at a general level would be taken from each Board member and then the Board would proceed on a page by page basis.

3. Annual Plan

- 3.1 General comment was received from Board member by Board member
- 3.2 **Summary:**

Adjust priorities 3+4 to reflect the comments about identifying and developing local leaders.

Remove the project owners' column on page 15.

Bring page 5 and the 'so what' elements of the document upfront and re-sequence the beginning of the document.

GA and TG to take the document to the HTMA on Wednesday 23rd October and provide feedback by Friday 25th October.

Re-draft section 4.d. to ensure it cannot easily be misinterpreted as performance monitoring.

Include a section about the sustainability and transition of HMEP.

3.3 Comments to be received by Nicky Bruncker (Atkins) by Wednesday 23rd October lunchtime. **(Action – all)**

Paul Bird's comments to be sought separately by Atkins. **(Action – NB)**

Kamal Panchal's comments to be sought separately by JR. **(Action – JR)**

Conference call with Board members on Friday 25th October for NB to pick out any specific comments requiring further discussion. **(Action – SCA)**

SF: the document text to be finalised by Thursday 31st October.

4. Project Briefs

4.1 TG took over as chair as SF had an unavoidable appointment.

4.2 It was agreed that those named in the HMEP Plan of Work document as 'suggested sponsors' would drive the consensus of the board around the Project Briefs from now until the next Board meeting.

4.3 Processes for working arrangements and programme governance going forward should be developed. **(Action – PD)** but will need to be considered by Board members.

4.4 Separate the Re-connecting Networks project into two separate projects for SK. **(Action – SCA)**

4.4 **Agreed process for agreeing Project Briefs:**

Comment by Board members on individual Project Briefs to Philip Dyer (Atkins) by Friday 25th October.

Project Sponsors to engage with stakeholders (if they wish to), HD with suggested Project Manager to amend Project Briefs to achieve consensus.

Possible Board level conference call to agree Project Briefs during w/c 4th November if consensus has not been reached through comment and other engagement.

Agreed Project Briefs to be submitted to HD by 14th November, one week before the Board meeting on 21st November. **(Action – all for comment) (Action - HD, sponsors and PD+NB for amendments)**

4.5 **Project Plans:**

As soon as project briefs have been agreed by the HMEP Board, project sponsors will work with their project team, project manager and other stakeholders, to prepare a project initiation document and plan. A template will be provided by HMEP.

The Board will review the proposals and agree that proposed projects are affordable and will contribute to achieving the programme's stated strategic aims and objectives.

Please note that the Board intends to agree projects between November 2013 and March 2014 and will consider proposals as they are submitted. Any remaining proposals are to be submitted not later than one week before the March 2014 Board meeting.

5. Other decisions

5.1 DAG projects requiring approval:

5.2 Continual Improvement: SK asked if this was the project brief for Managing HMEP Products. ML said that the Continual Improvement included both proactive and reactive reviews of products. ML said that part of the project is to go out and get feedback.

PD observed that the project would need to have an agreed process of reviewing projects.

GA made it clear that he would like to be in a position where comment on products delivers changes, which would ensure full support from HTMA members.

The Continual Improvement part of the slide pack from DAG to be re-circulated with a draft programme for Product Reviews. A discussion facilitated by ML is required before the board are able to agree to 'proceed' with this work. **(Action –HD & ML)**

Decision: Not to proceed at this stage.

5.3 Asset Manager Training: 6/7 module e-learning tool that is organisational wide and pivotal to highways management. The work tailors the tool to Local Authorities.

PD commented that this product fits well under both the existing and potential new Work Plan projects for HMEP Support.

SK noted that the APPG had recommended 'proper' asset management and also recommended that funding should become dependent on asset management activities. Should such a policy be

adopted by Government than HMEP would be well placed to enable this. SP noted that this could also form a tenet of the 'exit strategy'.

Decision: Agreement to proceed on scoping stage - £10k.

5.4 Standard Contract Training – change of scope

A successful two day workshop was held which identified many other interested parties. This change of scope will bring together clients and providers to learn alongside one another at two further workshops.

Decision: Proceed.

5.5 HMEP Website

If more than 50% of funding for a website comes from government then from 2014 it must be hosted on gov.uk. Therefore, as it stands the HMEP website would need to be migrated to gov.uk, which is an undesirable outcome. Having the website on gov.uk would discredit the 'for the sector by the sector' principle of the programme and remove much of the independence and flexibility required by the programme.

It was suggested that transfer of the website to CIHT could use current HMEP budget, but that future annual maintenance and support will require funding of at least 50% from elsewhere.

Get certainty about the cost of the annual maintenance and check the 'fine print' cabinet office regulation around websites. **(Action – HD)**

5.6 HMEP Board Membership

The board welcomed Kamal Panchal (LGA) as a board member.

Sue Percy asked for her role as an attendee at the board to be clarified.

The board agreed that they need to consider a review of boards' membership and the different categories of membership – i.e. full and observer. Also how board members take forward HMEP activity and what the need to review programme governance in the future. **(Action – HD and PD)**

5.7 DfT Roadshows

The department are holding 5 or 6 roadshows in the regions as an informal consultation on maintenance policy including possible changes to the way in which block grant is distributed. HMEP would be given a place at these events as part of the solution to the challenges facing the sector.

HD asked the board to consider in principle whether they were content to put resources from the Atkins support contract for HMEP into the DfT Roadshows.

The Board said it required a very short (2 page) business case setting out what the cost would be to HMEP and what the return would be to HMEP before it was content to give a decision. **(Action – HD and NB+LC)**

6. Review/ next steps

6.1 A.O.B.

The board welcomed the regional Advocate for the South West, Adrian Hales from Devon CC, to the HMEP programme.

6.2 Dates of next meetings:

1st November – HMEP DAG – 10am – 1pm, GMH

A mid-December DAG was suggested by ML **(Action – HD) since confirmed as 12 December**

21st November – HMEP E&E Group – 10am – 12, GMH

21st November – HMEP Board – 12.30 – 3pm, GMH

6.3 HMEP Programme Board meetings for 2014 were agreed to be bi-monthly, beginning in January 2014. The programme of dates will be set and distributed by HD following liaison with ADEPT and HTMA on their calendars for 2014. **(Action – HD, SK and GA)**