

HMEP 1st Board Meeting: Tuesday 23rd November, 10:00am, Room 4/09B, Great Minster House

Present: Mostaque Ahmed, DfT (Chair)
Matthew Lugg, Leicestershire CC (Chair WS1)
Jason Russell, Surrey CC (Chair WS2)
Julian Abel, DfT (Chair WS3)
Lloyd Miles, DfT (Secretariat)

Notes: To all present plus Andy Bailey, Mike Acheson, Tim Reardon (all DfT) and Paul Hardy (EXP).

Actions & Notes

1. Overview of the aims of HMEP (incl. terms of reference)
 - a) The *Terms of Reference* needed to be finalised at this stage, though could be updated as the Programme developed. Latest version would be circulated, and comments were requested by close on Tuesday 30th November (**ACTION: ALL to respond to LM by 30th November**).
 - b) Paul Hardy, EXP Consultancy, to be invited to attend next Programme Board meeting on 16th December (**ACTION: JA**).
 - c) Technical Advisers Group (TAG) would be added to the list of groups to be consulted on the HMEP, and a meeting would be arranged with their President (Tim Walker) (**ACTION: JA to organise by w/c 29th November**).
 - d) A meeting to be arranged with the Association of Public Service Excellence (**ACTION: LM**).
 - e) The *Highways Maintenance Related Groups* sheet prepared by Mike Bordiss will be circulated for any comments, due back by Tuesday 30th November (**ACTION: ALL to respond to LM by 30th November**).
 - f) Comments were also requested on the *Strategy Document*, again by Tuesday 30th November (**ACTION: ALL to respond to LM by 30/11/10**).
 - g) JA confirmed that he would be meeting with the HTMA next week (**ACTION: JA**).
2. Content of Work Stream Briefs and populating Work Stream Groups
 - h) The *Work Stream Brief Guidance* would be circulated, and comments were requested by Tuesday 30th November (**ACTION: ALL to respond to LM by 30th November**)

- i) JR had prepared a *matrix for Group 2* and its work streams. This would be adopted as a framework for the other Work Groups (**ACTION: ALL**).
- j) DfT would circulate the suite of *Business Cases* by Friday 26th November (**ACTION: AB/LM**).
- k) DfT were also in the process of writing to all the Government Offices to advise them of the HMEP and seek examples of efficiencies in their local authorities (**ACTION: LM**).
- l) On benchmarking, DfT were meeting with the National Highways and Transport Network to discuss how their survey work could help the HMEP, and would update the Programme Board (**ACTION: JA**).
- m) It was agreed that the work stream 'Benchmarking of costs and performance' would be moved from Group 2 to Group 4.
- n) On Design Standards, DfT were undertaking some work with Atkins which may be relevant. DfT would advise (**ACTION: LM**).
- o) On asset accounting treatment, DfT would advise on possible gains through the work being undertaken by the Chartered Institute of Public Finance and Accountancy (CIPFA) (**ACTION: JA**).
- p) Each Group chair would begin development of a schedule and cast list for the next Programme Board meeting. It was noted that HA/OGC could provide possible advisers rather than work stream leaders (**ACTION: ML/JR/JA**).

3. Evaluation and benefits realisation

- q) DfT would circulate an outline evaluation of benefits framework before the next meeting. This would cover the Programme and each work group, so would need to be adaptable. Benefits would be cash and non-cash, while also might be applicable beyond the maintenance sector (**ACTION: LM**).
- r) The framework would include key success factors, with a staged approach and milestones. It was also agreed that the style used by Government Department's Business Plans would be followed, so it would adopt a 'light-touch' approach.
- s) It was suggested that the RIEPs may have done similar work that could be utilised, while Jim Stevens (Bucks) could be a useful contact (**ACTION: LM**).
- t) A paper on benchmarking strategy and options would be produced for the next Programme meeting (**ACTION: JA**).

4. Champion and Advocates issues

- u) DfT confirmed that they were preparing an advocates package that would include key messages and core briefing (**ACTION: LM**).

5. Programme Communications Strategy (Website, other media opportunities, key messages/briefs, Q&A etc)
 - v) LGA would have a key role in the communications strategy. DfT advised that they are due to meet with Rob Whiteman and Jo Webb of the LGA.
 - w) A communications grid would be developed, showing key events and opportunities and who would be best placed to exploit the event **(ACTION: LM)**.
 - x) DfT would prepare a paper on the opportunities for a conference/roadshow to promote the HMEP to the maintenance sector, possibly with a third party as sponsor **(ACTION: JA)**.
 - y) It was agreed that before undertaking any opportunity for media coverage or promotion of the HMEP, the Programme Secretariat would be consulted beforehand to ensure consistency of message **(ACTION: ALL)**.
 - z) DfT advised that they were developing an interim website to help promote the HMEP. Links to other websites, plus the core HMEP papers, would be key items **(ACTION: LM)**.
 - aa) DfT were also preparing possible articles for Local Transport Today and the LGA's weekly news **(ACTION: JA/LM)**.
 - bb) Any comments on the *Communications Strategy* paper were requested by Tuesday 30th November **(ACTION: ALL to respond to LM by 30th November)**.
6. Working with NIEP & others
 - cc) Nothing to report.
7. Financial Monitoring
 - dd) Any comments on the *Finance* paper were requested by Tuesday 30th November **(ACTION: ALL to respond to LM by 30th November)**.
 - ee) It was agreed that any procurement would be undertaken by the Work Group's Chair organisation, but any financial proposals would be put to the Programme Board for approval in advance. The VAT position between DfT and LAs would also be clarified **(ACTION: ML/JR/JA)**.
8. Post 2013 work
 - ff) Any comments on the *Post 2013* paper were requested by Tuesday 30th November **(ACTION: ALL to respond to JA by 30th November)**.
 - gg) DfT agreed to consider the timing of any invitation for expressions of interest, and how much clarity would be needed on the HMEP at this stage **(ACTION: JA)**.
9. Any other business

hh) The innovative work that the South East 7 were undertaking with further education institutions regarding the broadening of skills of future civil engineers was noted.

10. Date of next meetings

ii) These were confirmed as:

- Wednesday 16th December, 10:00, Room 4/09b, GMH
- Thursday 26th January 2011, 14:00, GMH
- February - tbc
- Tuesday 22nd March, 11:00, GMH

HMEP
28th March 2011