

Highways Maintenance Contract Delivery Steering Group Terms of Reference

PURPOSE

1. The County Council, as the Local Highway Authority has a duty upon it to maintain the public highway network in a condition that is safe for users. The public highway network includes all adopted roads, footpaths and verges. The existing contract with Milestone Infrastructure is set to expire on 31st March 2025.
2. Oxfordshire County Council has previously adopted a 'single managing agent' approach to maintenance. Whilst this model was traditionally a preferred choice for many authorities, given the changing nature of the industry and new county council priorities, it is recognised that alternative approaches to highway maintenance delivery should be explored to assess if it continues to be the right approach for Oxfordshire is selected and implemented.
3. The Highways Contract Maintenance Delivery Working Group is to support the delivery of a new highways maintenance contract for April 2025. The project is primarily owned by the Highway Maintenance function but requires considerable input and ownership from other areas of the directorate, as represented by this group.

MEMBERSHIP

4. The steering group is a joint member and officer group and will be chaired by Paul Fermer, Director of Highways and Operations and administered by the Project Manager, Phil Whitfield, and will include in its membership:
 - Bill Cotton, Corporate Director for Environment and Place
 - Paul Fermer, Director of Highways and Operations
 - Sean Rooney, Head of Highway Maintenance

 - Cllr Andrew Gant, Cabinet Member for Highways Management
 - Cllr Calum Miller, Cabinet Member for Finance

 - Phil Whitfield – Project Manager

STEERING GROUP FUNCTION

5. The functions of the steering group will include the following:
 - a) Provide steer and guidance to project teams including strategy, risk and issue management, finance and change management.
 - b) Work as a team to provide collective and unified direction to work streams.

- c) To act as decision agents for key decisions required which cannot be made by the project working group.
- d) To identify and monitor project and business risks related to the outcome of the work.
- e) To challenge the working group to realise ambitious outcomes.
- f) Serve as the conduit through which information about the project is communicated to colleagues

GOVERNANCE & MEETINGS

- 6. The project has been sponsored by the Corporate Director for Environment and Place, Bill Cotton and has appointed Paul Fermer as SRO.
- 7. The steering group will meet monthly with an agenda that will include monitoring progress against achievements of program objectives and provide steer, direction and governance. They will review and sign off highlight reports developed by the project manager.
- 8. The agenda will be produced and issued to steering group members at least two working days before each meeting.
- 9. Steering group members will be invited to contribute items to the agenda, though the primary contents will feed from the working group meetings.
- 10. Minutes of each meeting, including action points and owners, will be circulated to all participants no later than one week after the meeting.
- 11. The Project Manager will be responsible for producing and circulating the agenda and minutes.

REPORTING

- 12. The steering group will report where required to SLT and Cabinet respectively.

APPROVALS

Version	Approver	Date
1	Phil Whitfield	06.12.22