

Highways Maintenance Contract Delivery Working 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 working group 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:
 - Paul Fermer, Director of Highways and Operations
 - Sean Rooney, Head of Highway Maintenance
 - Sarah Hayes, Solicitor
 - Rob Finlayson, Finance Business Partner
 - Melissa Sage, Head of Procurement Contract Management
 - Jen Rich, Internal Comms Manager
 - Henry White, Senior Property Officer
 - Caroline Bing, HR Business Partner
 - Tony Jackson-Dodd, ICT Business Partner
 - Sean Collins, Service Manager - Pensions
 - External consultant – once appointed.
- Phil Whitfield – Project Manager

WORKING GROUP FUNCTION

5. The functions of the working group will include the following:
 - a) Work jointly with the Project Manager and other members of the Working Group within and across work streams to define and take ownership of tasks, activities and the processes and resources for their accomplishment.
 - b) Lead and own respective areas of work ensuring delivery to plan.
 - c) Identify and bring to the attention of the Project Manager any additional tasks that may be necessary in order to achieve a specific outcome
 - d) Bring to the attention of the Project Manager any problems and issues that may adversely affect the timely accomplishment of allocated tasks.
 - e) Keep the Project Manager and co-assignees within the Working Group informed of progress towards accomplishment of assigned tasks
 - f) Contribute to the project's Communications Plan
 - g) 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 working 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 working group members at least two working days before each meeting.
9. Working 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.
12. In addition to the working group an Officer/ Member steering group has also been established to provide strategic oversight to the actions of the working group and provide steer to influence the direction of travel of the working group. The working group is represented at the steering group by Paul Fermer supported by Phil Whitfield.
13. The working group will provide the steering group with key updates on progress and escalate key risks, issues and mitigations.

REPORTING

14. The working group are responsible for providing resolution to issues escalated by the working groups and project manager. Issues which require guidance outside of the remit of the working group will be referred up to DLT.

APPROVALS

Version	Approver	Date
0.1	PW	30/11/22

DRAFT