

Local Highway Improvement Member Working Group – Terms of Reference.

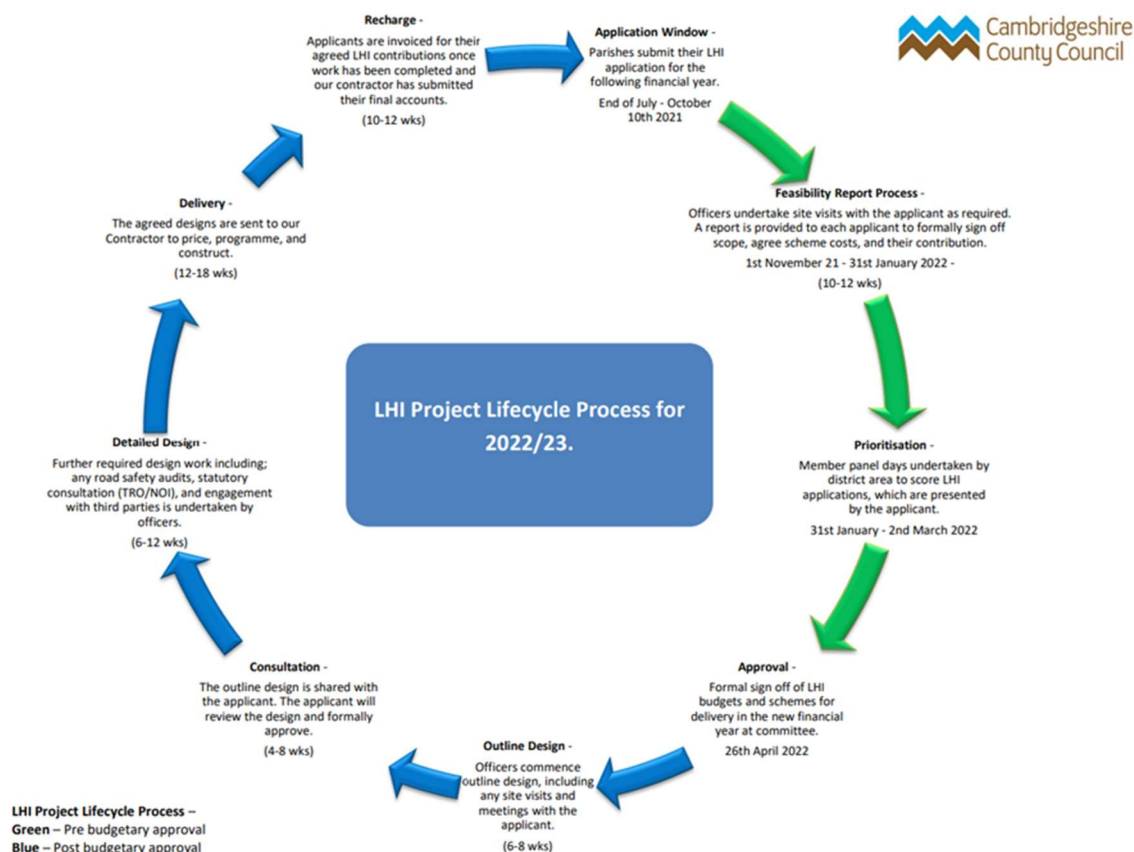
1.1 Purpose

It is proposed that a cross party Member Working Group is established to look at how LHI's are currently delivered and recommend a new way of working that delivers the objectives of the programme more efficiently.

The purpose of the LHI cross-party member working group is to -

Review the current LHI process end to end and recommend changes where appropriate to H&T Committee. This will include consideration of best practice and innovative approaches to managing the LHI programme.

1.2 Existing process (extracted from recent committee paper for reference)



As in previous years, officers completed feasibility studies with applicants in advance of the panel meetings, in a bid to provide a more consistent stage of development for applications. The benefit of this stage in the process has been evident at panel meetings and helps determine project scope and budgets.

The Panel Assessment Meetings remain a member led process, where applicants are invited to present their proposal. Member Panels have been set up to assess the priorities for funding, based on the available budget for each district. Political Group Leaders appoint Members based on current political proportionality. A Member chair is elected from

amongst the Panel Members on the day of the meeting.

Panel members were asked to consider and score applications to determine how the budget should be allocated. The panels adopted a scoring system assessing four categories; persistent problem, road safety, community improvement and added value. Each category was scored out of five and the average across all Panel Members was then applied to rank applications. Panel members were not permitted to score applications in their own division.

The rationale for proposing which applications are delivered is based upon the scoring system and available budget per district area. The scoring criteria is as follows:

- Score 0 Fails to deliver any improvement
- Score 1 Delivers negligible improvement/ aims of the LHI Initiative
- Score 2 Delivers limited improvement/ aims of the LHI Initiative
- Score 3 Delivers some improvement/ aims of the LHI Initiative
- Score 4 Delivers substantial improvement/ aims of the LHI Initiative
- Score 5 Delivers exceptional improvement/ aims of the LHI Initiative

It is recommended that applications scoring 1 or less should not be implemented, as the scoring indicates that the project delivers negligible improvements/aims of the LHI Initiative.

It is then recommended that projects be approved for delivery, working down from the highest score to the lowest, until the budget for the district area is fully allocated.

Should any applications subsequently prove unfeasible, or the actual cost be less than expected, further applications from the priority list may be allocated funding later in the year.

All estimated scheme costs incorporate the estimated cost of time spent by officers designing, managing, and delivering. The actual cost of the new feasibility stage, which has recently been completed, has been top sliced from each district area budget before being allocated to applications.

This recharge of both the feasibility and officer project delivery costs was agreed by Highways & Infrastructure Committee in July 2017, to better reflect the actual cost to the authority of delivering the LHI Initiative.

The LHI budget has increased to £820,000 for 2022/23 from £807,000 in the previous year.

The current application window proposed below for LHI applications for the 2023/24 programme, is as follows:

- Application window opens – Monday 3rd October 2022
- Application window closes - Friday 18th November 2022 at midnight
- Feasibility studies undertaken – December 2022 to March 2023
- Panel meetings – March to April 2023
- Report to committee including prioritised list for approval - June 2023

- Programming, design, and consultation with applicants - July 2023 to February 2024
- Pricing and construction – March 2024 to July 2024

This has been programmed to allow sufficient time for any agreed changes arising from the LHI working group to be implemented before the programme commences in October 2022.

The indicative programme detailed for 2023/24 may be adjusted, dependent on the proposed changes to the process to be brought forward by the Member Working Group and approved by the committee in Autumn 2022.

1.3 Scope

Consideration of, and recommendations for, individual schemes is outside the scope of the Working Group's remit. The purpose is to review the LHI process as a whole end to end.

1.4 Duration

The intention is for a time limited working group to feedback to Highways and Transport committee in September 2022 on the LHI process.

1.5 Membership

The LHI working group will comprise: 7 elected Members with a balanced political representation across the parties: 2 Liberal Democrats, 1 Labour, 1 Independent, 3 Conservative as follows –

- Councillor Alex Beckett
- Councillor Lorna Dupre
- Councillor Simon King
- Councillor Alan Sharp
- Councillor Mac McGuire
- Councillor Simone Taylor
- Councillor Neil Shailer
- Plus, relevant officers to support the group.

1.6 Meetings

A minimum of 4 (four) elected members of the LHI Member Working Group (or their appointed substitutes) shall form a quorum for the transaction of business. Decisions will be made by consensus where possible, or by a majority if not. The Chair of the Working Group shall have a casting vote.

Meetings will be held weekly (if necessary) and via MS Teams unless otherwise agreed. This timescale is required in order to meet the agreed deadline for the recommendation report, which is due to be presented to the October H&T Committee.

Each week a different phase of the LHI process will be discussed and reviewed by the members of the working group as suggested below with feedback and improvements captured -

- **Meeting 1** – Overview of the existing end to end process to help familiarise the working group.
- **Meeting 2** – Review the LHI Application process.
- **Meeting 3** – Review Feasibility process / Member panel day / prioritisation process and scoring criteria.
- **Meeting 4** – Review Funding, and reporting.
- **Meeting 5** – Review application scoring and panel days in more detail with worked examples.
- **Meeting 6** – Review recommendations from meetings 1 – 5 and agree next steps.