

Appendix D – Stakeholder engagement calendar

Date	Stakeholder group/ meeting intension
01 Sep 21	Highways Steering Group no.1 <ul style="list-style-type: none"> • Progress on report that is due to go to CLT • Review diagram showing relationship between council objectives and asset management objectives • Discuss timescales for phase 1
15 Sep 21	CLT briefing <ul style="list-style-type: none"> • Recommendations • Overview • Budgets • Highway Asset Management brief
14 Oct 21	Highways board no.1 <ul style="list-style-type: none"> • Agree project governance structure • PID design • Current contract extensions, DN's required
Nov – Dec	Highway team meeting briefings <ul style="list-style-type: none"> • Highway operations • Street Lighting • Contracts team • Area Officers • Design teams • Active and sustainable travel • Network management • Structures • Strategic transport team • Community and Environment
19 Nov 21	Exec Member briefing – overview/ update on project
01 Dec 21	Highways Steering Group no.2 – prep for VFM workshop and options analyser
01 Dec 21	Place panel – Highways and Transport subgroup <ul style="list-style-type: none"> • Project background

	<ul style="list-style-type: none"> • Recommendations • Overview of existing contractual arrangements and extensions required • Highway Asset Management Strategy brief
02 Dec 21	<p>Highways Sponsorship board no.2</p> <ul style="list-style-type: none"> • Project update • Contract extension update • Highway Asset Management strategy update • Overview of VFM and options analyser workshops • Engagement session (see Highway team meeting briefings – above)
07 Dec 21	<p>Exec Member briefing</p> <ul style="list-style-type: none"> • Complete portfolio holder questionnaire in preparation for the VFM workshops
10 Dec 21	<p>Value For Money workshop – led by Proving Services</p> <ul style="list-style-type: none"> • Background and Purpose • Stakeholder Scoring - Economy • Stakeholder Scoring - Efficiency • Stakeholder Scoring - Effectiveness
06 Jan 22	<p>Highways Sponsorship board no.3</p>
12 Jan 22	<p>Options Analyser part 1 – led by Proving Services VFM Assessment</p> <ul style="list-style-type: none"> • Stakeholder Scoring – Strategic Value • Stakeholder Scoring – Stakeholder Value • Future Service Delivery Options • Establish our Future Strategic Objectives • Determine the Future Options we wish to assess
19 Jan 22	<p>Options Analyser part 2 – led by Proving Services</p> <p>Scoring workshop:</p> <ul style="list-style-type: none"> • How might each potential service delivery option contribute to the delivery of our strategic objectives, relative to our current model? • How attractive and achievable is each potential service delivery option, relative to our current model?
03 Feb 22	<p>Highways Sponsorship board no.4 – project update and outcomes of the workshops</p>

24 Feb 22	Place comms lead briefing
02 Mar 22	Place Panel (Scrutiny) – project update
08 Mar 22	Highways Sponsorship board no.5 <ul style="list-style-type: none"> • Confirm shortlist of options to be reviewed • Overview of engagement (this document) • Overview from DMSqd work ahead
14- 31 Mar 22	Working group (attendees tbc): DMSqd workshops <ul style="list-style-type: none"> • Agree practical criteria for evaluation purposes that will allow differentiation between the options (meeting statutory obligations and customer needs) Contract scope
16 Mar 22	Highways Steering group no.2 <ul style="list-style-type: none"> • Workshop: SMART objectives for future highway delivery model • Workshop: work programmes to feed into the highway asset management strategy
21 Mar 22	Party group leader briefing (Cllrs Bell, Petty, Gibbons) - – project update
24 Mar 22	Party group leader briefing (Cllrs Davies, Solomon) - – project update
31 Mar 22	Highways board no.6 - HAMS Update – Diane will update with Agenda
4 April	Party group leader briefing (Cllr Ashton) – project update
Mar – Apr (various dates with each team)	Highway team meeting briefings <ul style="list-style-type: none"> • Highway operations • Street Lighting • Contracts team • Area Officers • Design teams • Active and sustainable travel • Network management • Structures • Strategic transport team • Community and Environment
04 May 22	Highways board no.7

18 May 22	NSEC engagement meeting no.1 – introduction
26 May 22	NSEC site visit meeting no.2 - Site visit with highway operations, NSEC MD and Operations Director Establish any skills gap, appetite etc
27 May 22	Highways board no.8
30 May 22	Informal exec update 01 (with Cllr Hogg) Initial briefing for Cllr Steve Hogg as new Exec Member
07 Jun 22	NSEC meeting No. 3 - brief NSEC on the requirement and to agree timescales for the Business Case
15 Jun 22	NSEC shareholder board
01 Jul 22	Highways board no.9 - Update on Project Progress
01 Jul 22	Place Scrutiny Board no.2 - HAMS wider briefing and update - Highway Programme introduction since contract extensions 2021
06 Jul 22	Informal exec update 02 (with Cllr Hogg) HAMS FOCUS
07 Jul 22	NSEC business case development – HR focus
12 Jul 22	NSEC business case development – follow up finance
14 Jul 22	NSEC business case development – final meeting
18 Jul 22	Party group leader briefing 2 - Update on Project Progress
19 Jul 22	NSEC BUSINESS CASE DEADLINE
25 Jul 22	NSEC business case internal finance review with Jo J and Amy W
29 Jul 22	Highways board no.10 – project update
01 Aug 22	Informal exec update 02 (with Cllr Hogg) Update on Project Progress
02 Aug 22	Place Scrutiny – Cllrs John Crockford-Hawley, Peter Crew - Update on highways sub panel
03 Aug 22	Highways Steering Group – update on project, start up discussions on DPS/ framework
03 Aug 22	All Member Briefing – update on project
11 Aug 22	Highway service engagement – DPS/ Framework interviews 1 of 2 - Highway maintenance, street lighting, flood
17 Aug 22	Highway service engagement – DPS/ Framework interviews 2 of 2 Structures, highway asset management, design/ safety
23 Aug 22	Procurement workshop on DPS/ Framework
01 Sep 22	NSEC shareholder board
02 Sep 22	NSEC finance submission discussion with Place Finance partner
16 Sep 22	NSEC shareholder board
20 Sep 22	Highways programme steering group – outcomes of due diligence/ preferred model
20 Sep 22	Finance partner review 1

23 Sep 22	NSEC shareholder board meeting
29 Sep 22	Finance partner review 2
05 October	Highways board no.12 (rescheduled from 29 Sept 22) – Outcome of due diligence/ preferred model + Q&A
10 Oct 22	Exec/ Leader briefing - Outcome of due diligence/ preferred model
11 Oct 22	Place Scrutiny Panel – Outcome of due diligence/ preferred model
w/c 17 Oct 22	Commissioning report and appendices shared with (for comment): <ul style="list-style-type: none"> • Exec member • Group party leaders • Chairman and vice chairman of Place Scrutiny Panel
w/c 17 Oct 22	All member pre-full council engagement session 1 - Outcome of due diligence/ preferred model
20 Oct 22	CLT/Exec agenda formulation
20 Oct 22	Exec member briefing
25 Oct 22	Final report submission deadline
27 Oct 22	Highways board no.13
w/c 31 Oct 22	All member pre-full council engagement session 2
1 Nov 22	Exec member briefing
07 Nov 22	Chairman's agenda conference
08 Nov 22	Full council meeting
29 Nov 22	Highways board no.14 Commence implementation of full council outcome