

**TERM CONTRACT FOR MANAGEMENT AND OF THE
MAINTENANCE SCOTTISH TRUNK ROAD NETWORK
FORTH BRIDGES UNIT**



Meeting: Mobilisation Meeting No. 1
Date: 21 January 2015
Time: 09.00 – 13.00
Venue: Buchanan House

Present:	JB	PAG+
	Wayne Hindshaw (WH)	TS
	DS	Amey
	BV	Amey
	JR (John Russell)	FETA
	GR	TS
	CF	TS
	Cameron Gair (CG)	TS
	Mark Arndt (MA)	Amey
	AB	Amey
Apologies:		

PART A – INCLUDING OUTGOING ORGANISATIONS		
		Action
1.0	Introductions	
1.1	Introduction made.	
2.0	Mobilisation Procedures	
2.1	Amey to take ownership of obligations register and keep updated.	Amey
3.0	Communication protocols	
3.1	Meeting to take place every 2 weeks.	
3.2	Next meeting scheduled for Wed 4 th Feb at 10am in FETA office.	PAG
4.0	FETA Handover Issues	
4.1	<u>Arrangements for TUPE of staff</u>	
4.2	AC (Amey HR) has requested contact details for unions and employee reps from CR (Edinburgh Council). JR advised that Unions are UCATT, UNITE.	Edinburgh Council
4.3	All formal TUPE correspondence will at this stage be managed between AC and CR.	
4.4	Amey to arrange: <ul style="list-style-type: none"> Roadshows (provisionally scheduled for Wed 18th and Thu 19th Feb) 1 to 1s (provisionally scheduled for Mon 9th to Thu 12th March) 	Amey
4.5	MA requested use of FETA offices – JR to check dates.	FETA
	<u>Handover of electronic records</u>	
4.6	No issues in with handing over on 1 st June.	
4.7	BV raised point that certain aspects such as service contracts will be required prior to this.	
	<u>Handover of paper records</u>	
4.8	'As built drawings' in paper only.	
4.9	Paper records to be quantified and reviewed by PAG. Relevant drawings, manuals, calcs to be scanned and catalogued.	PAG
4.10	TS/FETA to ascertain resource to do this. BV suggested it may be helpful for Amey to do this for familiarisation.	TS/FETA

4.11	WH pointed out this should not be rushed so that care is taken to keep all required records, and ensure future accessibility. Amey could provide support resource through an order if required.	
4.12	<u>Handover details of SM Property</u> All property needs itemised – vehicle types, numbers, valuations etc	
4.13	FETA 'Stock take' in March – PAG/Amey to be involved – allow joint assessment of equipment that should be attributed as bridge specific. A similar exercise should be undertaken with respect to Building fittings, boilers, air con. and office equipment/furniture.	FETA/PAG/Amey
4.14	FETA to produce list of property.	FETA
4.15	Amey to review list.	Amey
4.16	TS to consider auction procedure and if an agent is required. To be discussed with GE / TM (TS). Amey may be requested to facilitate auction.	TS
4.17	IT equipment will be reviewed and existing staff mobile numbers will be recorded at 1 to 1s by Amey for transferal to amey mobile system.	FETA/Amey
4.18	<u>Works contracts</u> (Amey employee) currently on secondment to FETA and gaining familiarity with existing works contracts – gantry motorisation.	
4.19	Amey to review procurement of specialist organisations and ongoing service agreements – acoustic monitoring, etc	Amey
4.20	<u>Other works on unit</u> Amey requested whether there was an existing / draft FETA capital programme for year 2015/16 to allow early review and subsequent submission of amey programme. This would allow programming of remaining budget for financial year 2015/16.	FETA
4.21	TS would consider work code budget allocation within the new FBOC contract.	
4.22	<u>Landscape management information</u> Information to be gathered from SE unit.	TS
4.23	Information received from FETA during tender stage.	
4.24	<u>Provide Winter Service Plan prepared by FETA</u> Information supplied at tender stage was still current.	
4.25	SE plan also been provided.	
4.26	<u>Allow attendance at FETA meetings where possible</u> Small room in FETA office set-aside for Amey and PAG use.	
4.27		FETA
5.0	Any other relevant business	
5.1	Review of FETA procedures – FETA to check if up-to-date. Likely to only be minor updates.	FETA
5.2	(Amey employee) now has access to bridges database.	

6.0	PART B – Transport Scotland, Amey and PAGPlus	Action
		Amey/TS/PAG+
7.0	Amey Mobilisation Issues	
7.1	<u>Staff/Resources</u>	
7.2	MA talked through staff structure of mobilisation team.	
7.3	<u>OC Management System and submission of documents</u>	
7.4	Obligation register to be kept up to date by Amey and programme developed.	Amey
7.5	Amey to have formal internal mobilisation launch meeting on 2 nd Feb.	
7.6	PAG to set up sharepoint site for submission of documents. Also email address: xxx – PAG to decide which is preferred.	PAG
7.7	PSR required at later date.	Amey
7.8	<u>IT</u>	
7.9	Amey having internal meeting tomorrow (22/1/15) to discuss initial requirements.	
7.10	The obligations due date for the design proposals associated with databases for both the Forth Bridge and Queensferry Crossing target date is 21 Feb. Amey sought clarification on whether this was correct for the Queensferry Crossing. TS/PAG would review.	TS/PAG
7.11	At present Amey intended to adopt the FETA database from 1/06/2015, however there was brief discussion on the merits of developing a more robust system as this would in effect mean TS using potentially 3 separate databases – SMS / FRB / QC. A separate discussion may be beneficial to collaboratively develop a functional system, including pertinent aspects of BIM where appropriate.	ALL
8.0	FRC Liaison Issues	
8.1	Forth Replacement Crossing/ Queensferry Crossing visits to be organised to allow familiarisation. This would be organised through the employers delivery team.	Amey
9.0	Transport Scotland Deliverables	
9.1	Sch.9 Part 1 – Grip tester to be handed over to OC (01/06/2015) – PAG/TS to check availability.	PAG/TS
10.0	Review and update of Obligations Register and Tracker	
10.1	Obligations Register would be used at future meetings to record progress.	
10.2	Sch. 1 part 2, FETA Training programme to be developed separate to Amey training programme – PAG to check.	PAG
11.0	Amey planned activities for next two week period	
11.1	As previously discussed, Amey are holding regular internal meetings with whole mobilisation team. Discipline leads will start work on obligations and internal requirements in particular to review operational requirements – fleet, depots, procurement, etc.	
12.0	Any other relevant business	
12.1	<u>Specialist Tools</u>	
12.2	Sch 8 part 1, Clause 3.2.3. Refers to tool developed by Fairhurst for use on FRB. Amey to review.	Amey
12.3	Sch 8 part 1, Clause 2.2.2. Refers to review of FETA abnormal indivisible load procedures, however Annex 8.1/C does not exist. PAG to check.	PAG
12.4	<u>Other</u>	
12.5	Sch 1 part 2, clause 6.1.7 (v) – PAG to investigate exact requirements of training programme and decide if required 90 days before CSD1.	PAG
12.6	MA asked when Executed documents would be available. PAG expected formal issue to take place over the next week.	PAG
Author	AB	
Copy	Attendees	