

**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
	John Russell (JR)	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.	