

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



Meeting: Mobilisation Meeting No. 10
Date: 27 May 2015
Time: 10.00 – 13.00
Venue: FRB Office, South Queensferry

Present:	CF	TS
	Scott Lees (SL)	TS
	Cameron Gair (CG)	TS
	RC	TS
	Wayne Hindshaw (WH)	TS
	JB	PAG+
	DM	PAG+
	ABr	Amey
	AB	Amey
	DS	Amey
	Mark Arndt (MA)	Amey
	MR	Amey
	John Russell (JR)	FETA
	Barry Colford (BC)	FETA
Apologies:	BV	
Distribution:	As above, plus:	
	JM	TS AR TS
	GM	TS BM TS
	GP	TS SB TS
	HG	TS GMc TS
	SL	TS KM TS
	DC	TS MD TS
	GE	TS
	xxx	
	xxx	

1.0	Introductions	
1.0.1	All attendees had met previously.	
1.1	Any issues from previous minutes	
1.1.1	Comments received from CG were incorporated into the final meeting minutes.	
2.0	Mobilisation Procedures	
2.0.1	No further discussions.	
3.0	Communication protocols	
3.01	Next meeting scheduled for Wed 10th June, 10:00 at FRB Office. This will be the first post CSD 1 mobilisation meeting.	
PART A – INCLUDING OUTGOING ORGANISATIONS		
		Action
4.0	Arrangements for TUPE Staff	
4.0.1	All roadshows have been completed.	
4.0.2	Invites to the Day 1 Induction day have been sent to all FETA staff. This is to be held on 1 June at the Queensferry Hotel, North Queensferry. PPE will be handed out at 08:00 at the FRB office with the induction due to start at 09:00 at the hotel.	
4.03	For those on shift and unable to make the induction, a Health and Safety briefing will be made	

4.04	at midnight 1 June. BC asked about staff hours of work, MA confirmed they would remain 'as is'. MA stated that most office based staff start at 08:30 but Amey is flexible as long as staff work their contractual hours.	
4.1	Handover of Paper Records	
4.1.1	PAG has reviewed the existing hard copy records held within FETA offices. JB circulated a report detailing records to be kept/discarded with a green, amber, red rating to TS/FETA. JB has sent this to Amey. FETA to review appropriateness of PAG colour coded documents.	FETA
4.1.2	TS common approach is to 'scan all' and it was discussed if a separate drive could be used to store these records. TS may issue an Order to Amey to scan and catalogue these records post CSD 1.	
4.1.3	CG and JB asked where Amey stands in relation to obtaining a handover of Historical Records and associated Records Register from FETA and Amey SE. AB confirmed that Amey has initiated this process and that a Records Register will be available in the 90 days following CSD1, as required by the contract.	
4.2	DCP, FOI and 3rd party information	
4.2.1	JR confirmed there were 2 areas of damage to bridge property and one FOI. The damaged parapets have been repaired and the paperwork has now been dealt with.	
4.3	Handover details of SM Property (FETA Offices, Workshop, Stores & Depot)	
4.3.1	Amey developed a report of FETA equipment at Rosyth, FETA fleet, furniture and office equipment. It lists equipment to be retained as Scottish Minister's property and equipment that can be disposed of. JB stated that this did not include everything in the FETA 'stock take' list which was emailed to MA.	
4.3.2	It was also discussed that the report produced by Amey did not include a valuation of the equipment but it was agreed by all parties that this would be very difficult. The agreed action was that Amey would add missing items to the list of equipment and include their location following CSD1.	Amey
4.3.3	FETA will dispose of surplus plant, equipment, materials and spares where practical after reading this report and prior to Commencement of Service Date 1.	FETA
4.3.4	Amey plan to deliver IT equipment to the FRB Office on Fri 29 May at 12:00. Amey Wi-Fi and guest Wi-Fi will be switched on following this.	
4.3.5	Amey intend to keep FETA server, phones etc. for a short period after CSD 1. BC confirmed FETA will partition their Q-drive on Friday 29 June so sensitive data was not available.	FETA
4.3.6	TS instructed Amey to auction surplus plant and materials and to invoice them as with other bids. This will likely be carried out using 'Scottish Motor Auctions' in due course.	Amey
4.3.7	JR stated that FETA is on a month by month contract with Scarborough Muir Group Ltd (Rosyth depot landlord) but that they believe the lease runs to 7 December. FETA has informed Scarborough Muir that they will be dissolved as of 31 May. Amey intends to use this as temporary depot for 3 months. The lease issue will be resolved in June - the lease will be continued or Amey will take on the lease.	
4.4	Marine Licence Application	
4.4.1	The final marine Licence application was submitted by Amey to Marine Scotland on Friday 15 May and there is now a 28 day consultation period. Amey is looking to obtain a 5 year Marine Licence that will cover all routine maintenance works, most bespoke works and possibly major works contracts. (Amey) sent a note of the details to CG (TS).	
4.5	Other works on unit (FETA & TRBO)	
4.5.1	Amey are working for FETA on the submission of the planning approval for the South Anchorage regeneration / storage area until end May 2015. One of Amey's Architectural Technicians is supporting the team working on this. Planning submission drawings have been produced and a meeting regarding planning permission was held on 13/5/15. The CEC Planning Department have confirmed this application is being dealt with through delegated powers to the Planning Department.	
4.5.2	CG previously asked whether Amey could deliver these works as an 'as of right' scheme rather than Works Contract. Amey is looking at the details of this and will hold a meeting	Amey

	tomorrow (28/5/15) to review this.	
4.6	Road sensor data	
4.6.1	JR has requested Road Sensor Data from Findlay Irvine and will upload it to Sharepoint when he receives it. JR to speak with Campbell.	FETA
4.7	Wind management and by-laws	
4.7.1	Amey has received further comments on the Wind Management Plan following resubmission. This should be linked with the Incident Response Plan and include contact details for relevant staff. Amey to resubmit.	Amey
4.7.2	<u>Post Meeting Note</u> The High Wind Management Plan has since been resubmitted and approved by TS. It has been sent to Traffic Scotland Operations.	
4.7.3	All issues with by-laws, vehicle restrictions, traffic management etc. were discussed at a separate meeting on 29 April with all parties including FETA and Traffic Scotland. A pragmatic proposal was set-out in writing by Amey. TS have permitted the use of by-laws 3, 9, 12 and 13. Amey to inform TS when they are used.	
4.8	Potential suicides on the FRB	
4.8.1	FETA staff has met/been trained by 'Samaritans' and 'Choose Life' and JR suggested Amey meet with them. Existing by-laws allow FETA to decide whether to close the bridge. FETA has provided contact details for the Fife and Lothian for suicide prevention groups. Amey to contact the 2 groups and arrange to attend future meetings.	FETA/Amey
4.8.2	The FBOC contract contains FETA procedures with regard to Suicide Incidents in particular Procedure PE003 Potential Suicides and PO P20 Patrol Duties-Potential Suicides. Amey's procedures are required to deliver the same level of service as FETA. JR to provide Amey with the most recent version of the procedures.	FETA
4.9	Suppliers, applications, contracts and training	
4.9.1	Amey has met with all suppliers, formal contracts to be issued. MA passed on document detailing contractors that Amey will use (all existing FETA contractors) and a full list of suppliers stating the stage in the procurement process. MA sent an electronic copy of this on 12 May. MA to send a spreadsheet of this – basically the same as FETA's supply chain.	Amey
4.9.2	Disclosure Scotland forms have been issued to the relevant operatives at FETA. Some of the forms have now been completed and returned. Amey awaiting other forms.	FETA/Amey
4.9.3	Motorway Applications have been sent to TS and were delivered to Amey on 20 May. These will be distributed on 1 June. Any further applications should be sent to TS for approval and returned to Amey as and when they are complete.	FETA/Amey/ TS
4.9.4	The Valuation Agency provided a reinstatement value of the FETA premises and so Amey instructed Rushden Int. to stand down. This valuation was sufficient from Amey to arrange and provide the necessary insurance documents.	
4.9.5	FETA 'sources of income' were previously discussed. Shell garage sign on FETA land and 'Cable and Wireless' (formerly Mercury) were mentioned. TS is 'Cable and Wireless' client which may present complications if this contract was novated to Scottish Ministers. FETA to provide TS with contact details for Shell garage.	FETA
4.9.6	MA stated that the lease of the premises needs signed. TS solicitor to update and then a date to be agreed for signing.	TS
4.9.7	FETA passed on lease details for kiosk from City of Edinburgh Council to TS. This contract will require to be novated to the Scottish Ministers.	
4.9.8	On Wed 20 th May Amey presented an IRIS familiarisation session for FETA staff. This was an introduction to IRIS, further training will be provided. JB noted that this would fulfil the training obligation (A55).	
4.10	AOB	
4.10.1	<u>Works Contracts</u> BC stated that there have been 28 wire breaks since January and 3 since the end of last week. 1 was picked up on both the old and new acoustic monitoring system and the other 2 on the new system. These are unlikely to be inspected over the weekend due to the high winds	

	forecast. A decision was to be made at 12:00 (same day) on whether the work would go ahead. This would require 2 closures for head works. The platform would be erected during an overnight closure and then taken down during 2 Sunday morning closures. These are from 03:00 to 11:00.	
4.10.2	<u>School visits</u> JB asked whether any commitments had been made for school visits, BC confirmed there weren't any post 1 June. MA mentioned Fife College had been in touch enquiring about a visit.	
4.10.3	<u>Aircraft Carriers</u> FETA held a meeting with 'Carrier Alliance' (Babcock, BAE, Rolls-Royce, MOD etc.) on 28 th April. It was noted that HMS QE will pass under the FRB in October 2015. They are looking to obtain clearance from FETA (TS/Amey) and Network Rail. The carrier is to sail below the bridges on this date on a low tide of 2.4m which will ensure a minimum clearance of 2m to the underside of the bridge.	
4.10.4	Dimensional clearance should be sought from a naval architect to check vessel dimensions. (Cat. 3 check was requested by TS on the carrier height and clearance). Further discussions will be required between Amey/TS and the Carrier Alliance before October 2015.	
4.10.5	<u>Final payments for FETA staff</u> CG – IS confirmed that CEC will pay wages up to the end of the month. GM (CEC) confirmed that staff would receive a final pay-slip and any over-time due will be paid on 26 June. JR confirmed he has all staff addresses to give to CEC if required.	

	PART B – Transport Scotland, Amey and PAG+	
		Action
5.0	OC Management Systems and submission of documents	
5.0.1	Amey has continued to submit documents on time as required by the contract.	
5.0.2	Two TS obligations – A42 (inventory of Traffic Scotland Equipment on network) and A54 (Annual process for Roads Structural Maintenance) were due imminently. JB has contacted MM regarding Obligation A54. JB to check differences between previous Trunk Road Inspection Manual and March 2014 marked up version.	PAG
5.1	Other works on unit	
5.1.1	NM and MB undertook a joint inspection of the Unit to identify schemes that can commence this year without interfering with the network connections for the Queensferry Crossing Contract. A draft programme for 15 night shifts in June has been prepared to address Cat. 2 defects on Scotstoun bend. Cost circa £600K (out of the FBOC budget). NM & MB to discuss separately. SOIs have been approved for this.	Amey/TS
5.2	Depots	
5.2.1	TS confirmed Amey should gain full planning permission and progress with the design of the South Anchorage Storage. Amey to include design and build contract in annual programme.	Amey
5.3	Programmes and involvement in meetings re. new Unit Operations	
5.3.1	<u>FRC Liaison</u> MA to contact BM to organise dates/programme for Queensferry Crossing visits to allow familiarisation for mobilisation and other Amey staff.	Amey
5.4	IT and FRB room allocations	
5.4.1	Amey has installed 6 Wi-Fi pods throughout the FRB office which will be made active over the weekend commencing Fri 29 May.	
5.4.2	The meeting room was initially proposed as the PAG+/TS room but it is now proposed that the room adjacent to the control room could be used instead. This is large enough for 3 people and 1 of the 12 available hot desks could be used as the 4 th desk if required. This could work as a short term arrangement until Amey, with TS permission, consider a revised layout for the offices.	
5.5	Communications	
5.5.1	The website is ahead of schedule and is due to go live on 29 th May. The existing URL for FETA's website will lead to the new Amey website from this date. The website will be	

	continually reviewed and may be altered in accordance with feedback. FR (Amey Comms) and MD (TS Comms) were in a meeting at the same time as this meeting to review the website amongst other tasks.	
5.5.2	RC provided comments on the FAQs prepared by FR. Comments have been passed from MA to FR. FR to review.	Amey
5.5.3	RC requested a quote from MA for the “briefing pack” for the ministerial visit. MA to provide.	Amey
5.5.4	Comments on the previously submitted Communications Plan were discussed and FR is to make amendments. Amendments will be made following FR’s meeting with MD today (27/5/15).	Amey
5.5.5	<u>Media and visits to FRB</u> RC sent an updated draft schedule for the Minister’s visit on the morning of 3 rd June to MA. 6 Amey employees are due to attend.	
5.6	Transport Scotland Deliverables	
5.6.1	As previously stated, Transport Scotland have 2 outstanding contract obligations which were due on 27 th April: <ul style="list-style-type: none"> • A42 (Inventory of Traffic Scotland Equipment on network) • A54 (Annual process for Roads Structural Maintenance) As discussed.	PAG+/TS
5.7	OC planned activities for next two week period	
5.7.1	Amey will continue to progress with work on obligations and internal requirements.	
5.7.2	Day 1 induction to be held on 1 June at Queensferry Hotel.	
5.8	AOB	
5.8.1	<u>Operational methods</u> Amey previously distributed a document detailing their Proposed operational methods of delivery with the retraction of the by-laws. This requires TS to purchase the following: <ul style="list-style-type: none"> • 1 mobile VMS signs • additional temporary traffic management signing • pre-set sign frames and sand bags Amey provided a full list and cost of circa £42K for additional equipment, this has been approved by TS.	
5.8.2	DS previously highlighted that the use of cross-over points in the document is non-compliant with TD 92/03. TS are aware of this.	
5.8.3	A discussion was held regarding installing traffic lights on the north side of the bridge. Amey to raise a bid for an investigation into this. This could be highlighted as an improvement to existing operations.	Amey
5.8.4	An omnibus order has been raised and should be in place by 1 July. For the month of June, planned maintenance will require a TTRO, in emergencies a Blue Notice should be raised. For anything else, Amey has authority under the by-laws.	
5.8.5	<u>Obligations</u> WH reviewed the Obligations Register. Some obligations are to be closed. Updates regarding the status of other obligations following comments/resubmissions were provided by AB. AB and JB to meet following this meeting to discuss obligation register.	Amey/PAG+
5.8.6	SL stated that Amey should focus on priorities ahead of CSD 1 including resubmitting the High Wind Management Plan and the Incident Response Plan.	
5.8.7	<u>Next meeting</u> The next meeting will be held 2 weeks from this meeting on 10 June at 10:00 in the FRB Office.	