

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



Meeting: Mobilisation Meeting No. 2
Date: 4 February 2015
Time: 10.00 – 13.00
Venue: FETA Office, South Queensferry

Present:	Mark Arndt (MA)	Amey
	RC	TS
	BV	Amey
	John Russell (JR)	FETA
	Barry Colford (BC)	FETA
	JB	PAG+
	CF	TS
	DH	PAG+
	Wayne Hindshaw (WH)	TS
	AB	Amey
	DS	Amey
Apologies:		

	PART A – INCLUDING OUTGOING ORGANISATIONS	
		Action
1.0	Introductions	
1.1	Introduction made.	
2.0	Mobilisation Procedures	
2.1	FETA requested a copy of obligations register and sanitised contract documents to provide some insight into the contract prior to commencement of service date 1. This would help prioritise tasks. MA would issue register and JB would issue sanitised contract.	PAG+ / Amey
2.2	PAG+ to set up Sharepoint site to allow sharing of documents.	PAG+
3.0	Communication protocols	
3.1	Next meeting scheduled for Wed 18 th Feb at 10am in Amey Eurocentral office.	Amey
4.0	FETA Handover Issues	
4.1	<u>Arrangements for TUPE of staff</u>	
4.2	Amey were meeting with Union / TUPE reps tomorrow (05/02/15) – FETA requested to understand format of 1 to 1s and Roadshow. MA explained that this would form the basis to the meeting on 05/02/15	
4.3	AC (Amey) has sent CR FAQs regarding 1 to 1s and TUPE Process. Amey were however awaiting receipt of employee data from CR. This would be discussed at the meeting on 05/02/15	
4.4	Amey to arrange: <ul style="list-style-type: none"> Roadshows (provisionally scheduled for Thu 19th and Thu 26th Feb) 1 to 1s (provisionally scheduled for Mon 9th to Thu 12th March) 	Amey Amey
4.5	4 rooms in FETA office would made available for 1 to 1s. 5 th room to be in Traffic Scotland Control Centre.	
4.6	<u>Handover of electronic records</u>	
4.7	FETA were content with providing electronic records for 1 June 2015.	FETA

4.8	<p><u>Handover of paper records</u></p> <p>PAG could identify a resource to coordinate / support handover of paper records to amey. BC expressed concern on the management time that this would impact on FETA. There was general agreement that the electronic records would likely be the more functional records in respect of handover items, however PAG would consider the need for the cataloguing of paper records and whether a high level sift would suffice.</p>	PAG
4.9	<p><u>Handover details of SM Property</u></p> <p>FETA 'Stock take' on 26th March – Amey invited to attend. This is essentially an internal audit held by FETA to check the record management of equipment levels.</p>	Amey/FETA
4.10	<p>MA explained that knowledge of the bridge specific equipment (generally housed at Rosyth / South Queensferry) was of greater importance than the general stores equipment. Amey were anticipating a joint inspection with FETA to establish those articles of plant that would be classified as bridge specific.</p>	FETA/Amey
4.11	<p>General discussion on other items currently housed within these facilities eg Benches and potential contract requirement to set out during summer. FETA explained that this had not been undertaken in recent years.</p>	
4.12		
4.13	<p>FETA to produce list of existing property.</p>	FETA
4.14	<p>Amey to review list.</p>	Amey
4.15	<p>Items that were not attributed / associated with the bridge would be auctioned. TS would clarify auction procedure.</p>	TS
4.16	<p>Those items to be auctioned would be stored at a temporary depot. Amey would submit proposals for location of such, but had made an early assessment of the potential capacity for such at Burghmuir.</p>	Amey
4.17	<p>General discussion on the use / handover of equipment on 1 June and practicality of administering such arrangements. BC suggested arrangements could be made for Amey to purchase any equipment before CSD 1 and take over ownership on 31st May. Amey welcomed this as a pragmatic approach to handover/ transition as it would minimise operational impact. This would be further discussed following Amey inspection of plant, etc.</p>	Amey/FETA
4.18	<p>PAG noted that any bridge specific equipment would remain at the bridge and become SM property.</p>	
4.19	<p><u>Works contracts</u></p> <p>Gantry motorisation – contract will be ongoing beyond CSD 1.</p>	
4.20	<p>Truss end links – Millar Callaghan Engineering Services were currently implementing a single trail installation that would be monitored for subsequent use at each of the other 3 locations.</p>	
4.21	<p>Acoustic monitoring contract currently ongoing</p> <p>Cathodic Protection works were ongoing and a potential claim from the contractor was being assessed, but would hopefully be resolved prior to CSD1</p>	
4.22	<p><u>Other works on unit</u></p> <p>FETA expect to spend circa £400K in financial year 2015/16 (April – May).</p>	
4.23	<p>Primary works at various stages of development include:</p>	
4.24	<ul style="list-style-type: none"> • Replacement of bridge joints (excluding comb joint). 	
4.25	<ul style="list-style-type: none"> • viaduct painting. 	
4.26	<ul style="list-style-type: none"> • Pier defence painting. 	
4.27	<ul style="list-style-type: none"> • Underdeck access (estimated cost of £7.5m) ; 	
4.28	<p>TS would confirm budget allocation to Amey, but anticipated circa £10m budget.</p>	TS
4.29	<p>Amey were keen to progress with development of annual programme for 2015/16, building upon existing FETA proposals and SE OC proposals. BC confirmed that there had been little change in the planned FETA 10 year programme that amey received during tender.</p>	
4.30	<p>The south anchorage area / compound was considered by all to be an appropriate area for constructing a new permanent bridge storage facility. Circa £1m had previously been identified by FETA for these works. Amey would take due</p>	Amey

4.31	cognisance of this in developing the annual programme BC explained that a new housing development adjacent to FETA office had received planning consent. FETA were opposed to the development proposals, which included likely access via the existing Ferrymuir Gait road. However residents of Varney Estate were reportedly unhappy that they cannot use this road. Future issues may need resolved.	
4.32	<u>Allow attendance at FETA meetings where possible</u> Small room in FETA office set-aside for Amey and PAG use. Amey to issue pro-forma to FETA informing them of planned visits.	Amey
5.0	Any other relevant business	
5.1	Review of FETA procedures – FETA to check if up-to-date. Likely to only to be minor updates.	FETA

6.0	PART B – Transport Scotland, Amey and PAGPlus	Action
		Amey/TS/PAG+
7.0	Amey Mobilisation Issues	
	<u>Staff/Resources</u>	
7.1	MA explained that obligation owners had been and allocated to each activity and	
7.2	progress was internally reported weekly.	
	<u>OC Management System and submission of documents</u>	
7.3	AB talked through contract obligations up to end of March:	
7.4	<ul style="list-style-type: none"> A136 - Amey submitted proposals. PAG to confirm 	PAG
7.5	<ul style="list-style-type: none"> A125 – Amey intend to adopt existing FETA database at this stage. This would be confirmed shortly. 	
7.6	<ul style="list-style-type: none"> A123 – Cameron Gair confirmed obligation changed to post CSD 1 – Amey to update obligation register 	Amey
7.7	<ul style="list-style-type: none"> A77 – Amey currently assessing area within Burghmuir. This would be confirmed in due course. 	
7.8	<ul style="list-style-type: none"> A135 – Ongoing. Non-existent Annex 8.1(C) to be resolved. 	PAG
7.9	<ul style="list-style-type: none"> A12 – Impractical to provide staff details at this stage. General training requirements being assessed by Amey for submission. 	
7.10	<ul style="list-style-type: none"> A13 – Review ongoing. 	
7.11	PAG to set up sharepoint site for submission/sharing of documents this week.	PAG
7.12	TS to make mailbox live and confirm address. xxx – to be confirmed.	TS
7.13	PSR required at later date.	
	<u>IT.</u>	
7.14	Amey intend 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
7.15	MA explained that initial internal discussions with Amey’s asset management team had commenced to review similar systems in use within amey’s wider portfolio with TubeLines, Heathrow, Birmingham PFI, etc. This was being developed and in due course a separate discussion would be held with TS to collaboratively develop a system.	
8.0	FRC Liaison Issues	
8.1	Forth Replacement Crossing/ Queensferry Crossing visits to be organised to allow familiarisation for mobilisation staff. To be organised in forthcoming weeks by Amey and PAG.	Amey/PAG
8.2	It was suggested that visits could be bi-monthly after CSD 1.	
9.0	Transport Scotland Deliverables	
9.1	Sch.9 Part 1 – TS have confirmed that Amey FBOC should borrow grip tester from Amey SE and use those staff to complete tests. Amey agreed that this integrated approach was sensible.	
10.0	Review and update of Obligations Register and Tracker	
10.1	As discussed in 7.3 to 7.11.	
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 have started work on obligations and internal requirements in particular to review operational requirements – fleet, depots, procurement, etc.	Amey
12.0	Any other relevant business	
12.1	Executed documents have been received by Amey.	
12.2	Amey intended to novate contract to ‘Amey Highways’ entity, similar to SE OC – Amey to contact SB and copy in WH.	Amey
	<u>Insurance</u>	
12.3	Amey requested reinstatement value and condition survey of premises to allow conclusion of the lease agreement and necessary insurances. Amey could instruct	PAG/TS

	Rushton International to do this if this was easier and provide associated cost estimate. PAG and TS to confirm how they want this to be carried out.	
12.4	<u>Depots</u> Amey were currently assessing depot options and locations. There was some general discussion on the fuel tanks currently in use at Queensferry depot, which are identified within the lease as being potentially decommissioned by the landlord. Clarification was sought on whether the tanks are acceptable for use from CSD1 or whether there were any mitigating measures in operation. PAG/TS to clarify if restrictions are currently in place and whether an Order to remove the tanks would be issued post CSD1.	TS/PAG
12.5	<u>Signs</u> Additional network customer information signs will be required informing road users that Amey are responsible for maintaining the network. Additionally TS requested that an Investigation be undertaken to review the directional signage adequacy within and around the network, including local roads. Amey to raise a bid through the SE unit to undertake these activities.	Amey
12.6	<u>TTRO</u> CG had confirmed that FBOC would be covered within an Omnibus Order. This would be similar to SE Unit but with inclusion of Forth Bridge also. DS explained that FETA currently have powers to use a Red 'X' to stop traffic using a lane eg when a breakdown occurs on the bridge. Section 150 of the Local Government Act can allow this going forward, however TS / PAG to check if by-laws would transcend following dissolution of FETA.	Amey/TS TS/PAG
12.7	<u>Future correspondence</u> WH suggested additional meetings could be arranged as and when required if specific topics merit separate discussion. MA welcomed this and explained activities such as the Bridges database and OCCR would merit this in the near future.	TS/Amey
12.8	<u>Obligation A126 - Software Procurement</u> PAG to check the requirement for software licences and who needs them, as TS were unlikely to require software licences, rather intellectual property rights to any models.	PAG
12.9	<u>Wind Management Plan</u> Format of plan was discussed. Similar format to Dornoch/Clackmannan bridge will be suitable.	
12.10	<u>Traffic Updates</u> Traffic updates and operation and management of the camera's on the existing bridge were managed by FETA. It may be more appropriate for these to fall within the TSOISC remit to allow a strategic overview. As item 12.7 amey were reviewing these similar activities within the context of the OCCR.	Amey
Author	AB	
Copy	Attendees	