

**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 be provided with format of Roadshows in advance and details of what FETA employees should expect during the 1:1s. 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		
4.7	<u>Handover of electronic records</u> FETA was 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	FETA to produce list of existing property.	FETA
4.13	Amey to review list.	Amey
4.14	Items that were not attributed / associated with the bridge would be auctioned. TS would clarify auction procedure.	TS
4.15	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.	Amey
4.16	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 31 st 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.	Amey/FETA
4.17	PAG noted that any bridge specific equipment would remain at the bridge and become SM property.	
4.18	<u>Works contracts</u>	
4.19	Suspended Spans Underdeck Gantry Improvements - contract will be ongoing beyond CSD 1.	
4.20	Truss End Links - Strengthening trial on single tower leg being carried out by Millar Callaghan. FETA emphasised importance of completing remaining 3 tower legs, post abolition, if trial successful.	
4.21	Acoustic monitoring contract currently ongoing	
4.22	Pier Defences Cathodic Protection - FETA hope to complete Settlement Agreement works before abolition. Installation of new TRS may have to be carried out post abolition.	
4.23	<u>Other works on unit</u>	
4.24	FETA expect to spend circa £400K in financial year 2015/16 (April – May).	
4.25	Primary works at various stages of development include:	
4.26	<ul style="list-style-type: none"> Replacement of bridge joints - All bridge deck joints. 	
4.27	<ul style="list-style-type: none"> Viaduct painting. 	
4.28	<ul style="list-style-type: none"> Pier defence painting. 	
4.29	<ul style="list-style-type: none"> Underdeck access (estimated cost of £7.5m) ; <p>TS would confirm budget allocation to Amey, but anticipated circa £10m budget.</p>	TS
4.30	Amey was 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.	Amey
4.31	The south anchorage area / compound was considered by all to be an appropriate	

4.32	<p>area for constructing a new permanent bridge storage facility. Circa £1m had previously been identified by FETA for these works. Amey would take due cognisance of this in developing the annual programme</p> <p>BC explained that a new housing development adjacent to FETA office had received planning consent. FETA was opposed to the development proposals, and have not permitted use of the existing Ferrymuir Gait road for access. However some residents of Varney Estate were reportedly unhappy that access would be through the estate and not Ferrymuir Gait. Future issues may need resolved.</p> <p><u>Allow attendance at FETA meetings where possible</u> Rooms in FETA office set-aside for Amey and PAG use. Amey to issue pro-forma to FETA informing them of planned visits.</p>	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