

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



Meeting: Mobilisation Meeting No. 4
Date: 4 March 2015
Time: 10.00 – 13.00
Venue: Transport Scotland, Buchannan House, Glasgow

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

1.0	Introductions	
	Introductions made	
2.0	Mobilisation Procedures	
2.01	FETA has been issued a copy of obligations register and a copy of the contract documents with commercially sensitive prices and proposals removed.	
2.02	PAG+ has now set up Sharepoint site to allow sharing of documents and Amey confirmed they now have access and have since uploaded obligation documents.	
2.03	FETA to be added to PAG+ Sharepoint site and to set up 'Amey Confidential' folder for commercially sensitive documentation.	PAG+
3.0	Communication protocols	
	Next meeting scheduled for Wed 18 th March at 10am at FETA Office. FETA has since confirmed a meeting room is booked.	
	PART A – INCLUDING OUTGOING ORGANISATIONS	
		Action
4.0	FETA & SEU Handover Issues	
4.1	Arrangements for TUPE Staff	
4.1.1	Amey held 4 Roadshows on Thu 19 th and Thu 26 th February at FETA offices. 1 additional Roadshow is scheduled for the end of March for those that missed them previously.	Amey

4.1.2	1 to 1 meetings programmed for next week (w/c 9 th March). 5 rooms at FETA offices have been made available and FETA staff have allocated time slots for their meetings.	Amey
4.2	Handover of Electronic Records, including DCP, communications etc.	
4.2.1	FETA is content with providing electronic records for 1 June 2015.	
4.3	Handover of Paper Records	
4.3.1	PAG have started a review of the existing hard copy records held within FETA offices – this is currently ongoing.	PAG+
4.4	Agree List of DCP on the network at handover (DCP)	
4.4.1	Information on outstanding DCP, 3 rd party claims and FOI requests to be provided by FETA. One item DCP currently outstanding - PAG to request DCP, 3 rd party and FOI information from FETA.	PAG+/FETA
4.5	Handover details of SM Property (Feta Offices, Workshop, Stores & Depot)	
4.5.1	FETA 'Stock Take' on 26 th March – 2 Amey employees will attend. It is essentially an internal audit held by FETA at end of the financial year to check the record management of equipment levels and replenishable items in the Store.	Amey/FETA/PAG+
4.5.2	FETA explained that a Final 'Stock Take' would be carried out before 31 st May 2015. PAG+ and Amey request to have attendees at this.	FETA/Amey/PAG+
4.5.3	FETA/Amey/PAG+ to establish/agree those articles of plant that would be classified as bridge specific.	FETA/Amey/PAG+
4.5.4	Items that will not be part of the Unit, Scottish Ministers' equipment or stores or provided under the Lease agreement will be auctioned. TS will clarify auction procedure.	TS
4.5.5	PAG reinforced that any bridge specific equipment would remain at the bridge and become SM property.	
4.5.6	JB has prepared a report on FETA plant and equipment.	
4.6	Grip Tester	
4.6.1	In Meeting 3, TS confirmed that Amey FBOC should share the grip tester with Amey SE and use those staff to complete tests. Amey agreed that this integrated approach was sensible.	
4.7	Works contracts live at handover (FETA & TRBO)	
4.7.1	In meeting 3, the following contracts were discussed. <ul style="list-style-type: none"> • Suspended Spans Underdeck Gantry Improvements • Truss End Links • Acoustic monitoring contract • Pier Defences Cathodic Protection No further discussions held.	
4.8	Other works on unit at handover (FETA & TRBO)	
4.8.1	If Amey resources could be made available, further advanced preparation on planned contracts could commence now subject to agreement with TS. Amey held a programme discussion meeting with FETA and were identifying projects that may be suitable for early engagement.	Amey
4.8.2	As discussed in meeting 3, FETA mentioned that Amey resources could assist with the preparation of the planning approval submission for the South Anchorage regeneration / storage area. Amey would investigate the feasibility of working for FETA in respect of this project until May 2015.	FETA/TS/Amey
4.8.3	Amey have submitted bid through SE IRIS for (Amey employee) to continue secondment on Forth Bridge until the end of the mobilisation period. TS to review / approve.	TS
4.8.4	Amey to submit bids to TS for the FBOC sign review and Investigation into Marine Licence requirements for structural schemes programmed for financial year 2015/16. This investigation work is to commence during mobilisation period as previously agreed with TS.	Amey
4.8.5		Amey
4.8.6	Amey continue to progress with development of annual programme.	

	FETA is preparing a list of final accounts for TS up to 31 st May 2015 and this will be finished in due course. TS to provide letter confirming mechanism for FETA Treasurer to pay authorised expenses/OT after this date.	FETA
4.9	Landscape Management Information (TRBO)	
4.9.1	Information previously received from FETA and SEU, under review by Amey	
4.10	Provide Winter service plan prepared by FETA & previous SEU OC (TRBO)	
4.10.1	Winter service plan under internal review.	Amey
4.11	Provide road sensor data and historical thermal maps where available (TRBO)	
4.11.1	Road sensor data and historical thermal maps to be uploaded to sharepoint by FETA.	FETA
4.11.2	There is no weather station present on the bridge that allows for forecasting facilities. There is a contractual requirement to undertake such activities within the Contract, therefore at present this would not be achievable. TS to look into this requirement.	TS
4.12	Details of existing wind management plans (TRBO)	
4.12.1	Amey are currently producing a new Wind Management Plan in line with format of Skye and Kessock plans and the Clackmannanshire Bridge draft plan.	Amey
4.13	Allow attendance at FETA and SEU meetings where possible	
4.13.1	Rooms in FETA office set-aside for Amey and PAG use. Amey continue to issue pro-forma to FETA on a weekly basis to inform them of planned visits.	Amey
4.14	AOB	
4.14.1	<u>Fuel Tanks</u> Amey raised with FETA the issue with the existing fuel tanks which had been identified within the lease as being decommissioned by the landlord. FETA confirmed that as of 31/05/15 the fuel tanks will be taken out of use as they do not comply with the current specifications, and need replaced / refurbished. FETA to upload report on Sharepoint to share with Amey, TS and PAG+.	FETA
4.14.2	Fuel tanks will not be available within the lease. Subject to an order Amey may be asked to remove fuel tanks and undertake repairs to existing interceptor trap.	
4.14.3	<u>Suppliers</u> Amey have received electronic copy of details of current suppliers from FETA. Amey have carried out initial inquiry and plan to meet with suppliers during the month of March. Following this, suppliers would be added to Amey's approved supplier list.	Amey
4.14.4	JR noted that FETA would be unlikely to avoid penalties by terminating existing contracts on 31 May 2015.	TS
4.14.5	FETA requested information on who would authorise and pay invoices from suppliers, received after 1 st June 2015. TS to confirm process for payment of invoices after this date.	