

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



Meeting: Mobilisation Meeting No. 5  
Date: 18 March 2015  
Time: 10.00 – 13.00  
Venue: FETA Offices, South Queensferry

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

<b>1.0</b>	<b>Introductions</b>	
1.0.1	All attendees had met previously.	
<b>1.1</b>	<b>Any issues from previous minutes</b>	
1.1.1	(4.1.1) JR asked if a date had been proposed for the additional roadshow. MA responded that a date would be decided at the meeting with Trade Unions / TUPE Rep meeting on Monday 23 <sup>rd</sup> March.	
<b>2.0</b>	<b>Mobilisation Procedures</b>	
2.0.1	FETA now has access to SharePoint set up by PAG+.	
2.0.2	Amey to continue to upload all documents submitted to TS and PAG+.	Amey
<b>3.0</b>	<b>Communication protocols</b>	
3.0.3	Next meeting scheduled for Wed 1st April at 10am at Amey Eurocentral Office.	
<b>PART A – INCLUDING OUTGOING ORGANISATIONS</b>		
		<b>Action</b>
<b>4.0</b>	<b>FETA &amp; SEU Handover Issues</b>	
<b>4.1</b>	<b>Arrangements for TUPE Staff</b>	
4.1.1	Amey Roadshows - As discussed in 1.1.	
4.1.2	55 of 67 1 to 1 meetings have been held with only those off sick or on shift still to be completed. These are planned for end March.	Amey
<b>4.2</b>	<b>Handover of Paper Records</b>	
	PAG continue a review of the existing hard copy records held within FETA offices – this is currently ongoing.	PAG+

<b>4.3</b>	<b>DCP, FOI and 3<sup>rd</sup> party information</b>	
4.3.1	JB requested DCP, 3 <sup>rd</sup> party and FOI information from FETA.	FETA
4.3.2	The boundaries of the South East unit; Forth Bridges unit and City of Edinburgh council to be confirmed to determine if the DCP does in fact lie within the new FB Unit.	Amey/FETA
<b>4.4</b>	<b>Handover details of SM Property (Feta Offices, Workshop, Stores &amp; Depot)</b>	
4.4.1	FETA' annual 'Stock Take' on 26 <sup>th</sup> March – _____ of Amey and PAG representative to attend. This is essentially an internal audit held by FETA at end of the financial year to check the record management of equipment levels and replenish items in the Store.	Amey/FETA/PAG+
4.4.2	JR stated that a Final 'Stock Take' would be carried out over 4 Sundays in May prior to 31 <sup>st</sup> May. WH suggested photographs of some of the stock may be helpful.	FETA/Amey/PAG+
4.4.3	CG noted that FETA stock take will need to include all furniture.	
4.4.4	JB has circulated a report on FETA plant and equipment to Amey and FETA separating items into the following categories: <ul style="list-style-type: none"> <li>Part of the unit (covered by the contract)</li> <li>Scottish Minister's equipment (for use of OC under contract)</li> <li>Part of the premises (covered by the lease agreement)</li> <li>Disposed of by auction (to be arranged by TS)</li> <li>Materials and spares held by OC (under the contract)</li> </ul> JB to upload to sharepoint.	TS PAG+
4.4.3	(Amey) to visit Forth Bridge to tag equipment that Amey wishes to retain in use. Planned for next week. Amey to submit list of equipment they wish to keep.	Amey
<b>4.5</b>	<b>Works contracts live at handover (FETA &amp; TRBO)</b>	
	The following contracts were noted. <ul style="list-style-type: none"> <li>Suspended Spans Underdeck Gantry Improvements</li> <li>Truss End Links</li> <li>Acoustic monitoring contract</li> <li>Pier Defences Cathodic Protection</li> </ul> FETA to write to contractors to novate contracts to Scottish Ministers.	FETA
<b>4.6</b>	<b>Other works on unit at handover (FETA &amp; TRBO)</b>	
4.6.1	If Amey resources could be made available, further advanced preparation on planned contracts could commence now. Amey to meet with TS w/c 23 March to discuss.	Amey/TS
4.6.2	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 will support the team working on this.	
4.6.3	Amey have submitted bid through SE IRIS for _____ to continue secondment on Forth Bridge. TS to review / approve.	
4.6.4	Amey have submitted bids to TS for the FBOC sign review and Investigation into Marine Licence requirements for structural schemes programmed for financial year 2015/16. These costs have now been approved and Amey should submit monthly invoices 14 days before the end of the month to cover the month previous. This should include the justification for the invoice detailing the staff and number of hours. This investigation work is to commence during mobilisation period as previously agreed with TS.	Amey
4.6.5	Amey continue to progress with development of annual programme.	Amey
4.6.6	FETA has prepared a list of final accounts up to 31 <sup>st</sup> May 2015 and letters of termination have been sent to existing contractors. Payments will be made before 31 <sup>st</sup> May, with the exception of the odd invoice which could still be paid out of FETA's account. TS to provide letter to City of Edinburgh Council regarding the payment of expenses after 31 <sup>st</sup> May.	TS
<b>4.7</b>	<b>Provide Winter service plan prepared by FETA &amp; previous SEU OC (TRBO)</b>	
4.7.1	Winter service plan will be completed for 2/6/15.	Amey
<b>4.8</b>	<b>Provide road sensor data and historical thermal maps where available (TRBO)</b>	
4.8.1	Road sensor data and historical thermal maps to be uploaded to sharepoint by FETA.	FETA

4.8.2	FETA currently has 2 Findlay Irvine weather stations. One of these is at the mid-span and the other one is used for de-humidification. There is a contractual requirement to provide weather information within the Contract which it was previously concluded could not be achieved with the existing equipment.	
4.8.3	JR noted that a previous Visala topographical survey for wind highlighted the 2 positions of the existing stations as the most pertinent spots.	
4.8.4	(TS) has instructed the purchase a weather station through the South East Unit which will be installed on the bridge post June.	
4.8.5	JB noted that the Findlay Irvine weather station is around 20 years old and that it may not be in Amey/FETA's interest to purchase this.	
4.8.6	Amey procurement team has been in contact with Findlay Irvine.	
<b>4.9</b>	<b>Details of existing wind management plans (TRBO)</b>	
4.9.1	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
4.9.2	BV asked about FETA's wind management plan – JR confirmed that the direction of wind was not important to the plan.	
4.9.3	BV asked if and how FETA actively manage restrictions during high winds – JR replied that most vehicles don't pull into the layby. Advisory signs are put up but these are not mandatory and not all routes are signed. If a high sided vehicle blows over, they can be prosecuted.	
4.9.4	In the case of a full closure, traffic lights are used at the bridge and FETA 'cone off' the slip roads at Admiralty (M90 Junction 1) and Weldean. The police remove the traffic at Admiralty.	
<b>4.10</b>	<b>AOB</b>	
4.10.1	<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
4.10.2	Fuel tanks will not be available within the lease. Subject to an order Amey may be asked to remove fuel tanks _and also undertake repairs to existing interceptor trap.	
4.10.3	<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
4.10.4	Amey to keep TS updated if they are not taking on contract with supplier previously used by FETA.	Amey
4.10.5	FETA requested information on who would authorise and pay invoices from suppliers, received after 1 <sup>st</sup> June 2015. TS to confirm process for payment of invoices after this date.	TS
4.10.6	Amey may intend to retain 3 fleet vehicles currently owned by FETA, this would be confirmed in the next couple of weeks during stock take, etc.	Amey/FETA