

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



Meeting: Mobilisation Meeting No. 6  
Date: 1 April 2015  
Time: 10.00 – 13.00  
Venue: Amey Eurocentral

Present:	Cameron Gair (CG)	TS
	Scott Lees (SL)	TS
	RC	TS
	JB	PAG+
	DM	PAG+
	Mark Arndt (MA)	Amey
	BV	Amey
	AB	Amey
	DS	Amey
	John Russell (JR) - By Conference Call	FETA
	Wayne Hindshaw (WH)	TS
Apologies:	BC, CF	
Distribution:	As above, plus:	
	GM	TS DH PAG+
	JM	TS AR TS
	GMo	TS BM TS
	GP	TS SB TS
	HG	TS GMc TS
	SL	TS KM TS
	DB	PAG+
	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	Issues had been previously addressed by Amey following comments from CG and JB. Updates were added in blue text and it was agreed that this should be carried forward for future meetings. Draft meeting minutes will continue to be distributed within a week of each meeting and any updates will be sent out before the next meeting.	Amey
<b>2.0</b>	<b>Mobilisation Procedures</b>	
2.0.1	Amey has had issues connecting to the PAG+ sharepoint. This has since been resolved and submissions have been uploaded to sharepoint.	
<b>3.0</b>	<b>Communication protocols</b>	
3.03	Next meeting scheduled for Wed 15th April at 10am at Buchanan House. It was noted that WH and CG will be absent but CF will attend.	
	<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	AC (Amey HRBP) entered to give an update on all HR related activities.	
4.1.2	All Roadshows complete and 64 of 67 1 to 1 meetings have been held leaving only three on long term sick leave to arrange possibly by phone.	
4.1.3	Employee IDs have been created.	
4.1.4	3 union meetings have been arranged, the next one will be held on 16 <sup>th</sup> April.	
4.1.5	A draft Organisation Structure has been developed and will be discussed at a meeting	

	with JR, BC and the Union Rep (KP) on Friday 10 <sup>th</sup> April. Following this, staff will be met on a 1 to 1 basis and additional roadshows and union meeting will be held.	
<b>4.2</b>	<b>Handover of Paper Records</b>	
4.2.1	PAG continue a review of the existing hard copy records held within FETA offices – this is currently ongoing. A high level list should be available in the next couple of weeks.	PAG+
<b>4.3</b>	<b>DCP, FOI and 3<sup>rd</sup> party information</b>	
4.3.1	JR to pass on DCP, 3 <sup>rd</sup> party and FOI information.	FETA
4.3.2	It appears some of the DCP may lie within the City of Edinburgh Council extents. Amey to write to PAG/TS to clarify.	Amey
<b>4.4</b>	<b>Handover details of SM Property (Feta Offices, Workshop, Stores &amp; Depot)</b>	
4.4.1	FETA's annual 'Stock Take' took place on 26 <sup>th</sup> March and data has been collated. Data will be passed onto Toby Macdonald. This is essentially an internal audit held by FETA at end of the financial year to check the record management of equipment levels and consumable items in the Store.	FETA
4.4.2	FETA, Amey and PAGplus undertook a stock take of the Store on 26 March and information to be passed from FETA to FETA Treasurer.	FETA
4.4.3	FETA's final 'Stock Take' will be carried out over 4 Sundays in May prior to 31 <sup>st</sup> May. Amey to confirm with FETA what is to be retained/disposed of. JB stated that what remains becomes Scottish Minister's property. FETA will dispose of some surplus plant, equipment, materials and spares where practical prior to Commencement of Service Date 1.	FETA/Amey/PAG
4.4.4	FETA stock take should include all furniture and office equipment which will be Scottish Minister's Equipment if retained by Amey.	FETA/Amey
4.4.5	JB has circulated and uploaded to sharepoint, 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> TS may instruct Amey to organise auction of equipment.	TS
<b>4.5</b>	<b>Works contracts live at handover (FETA &amp; TRBO)</b>	
4.5.1	The following contracts were previously 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> TS to write to contractors to novate contracts to Scottish Ministers.	TS
<b>4.6</b>	<b>Other works on unit (FETA &amp; TRBO)</b>	
4.6.1	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 will support the team working on this.	
4.6.2	Amey bid through SE IRIS for (Angus Bruce) to continue secondment on Forth Road Bridge will be de-bid, and should be submitted by email to TS (CF/ CG) and PAG (JB) for approval and thereafter for inclusion in the monthly FBOC Contract invoice.	Amey
4.6.3	Amey bids for the FBOC sign review and Investigation into Marine Licence requirements for structural schemes programmed for financial year 2015/16 have been approved by TS. Amey should submit monthly invoices 14 days after 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
4.6.4	Amey continue to progress with development of annual programme.	
4.6.5	FETA has prepared a list of suppliers' accounts up to end of May 2015 and letters of termination have been sent to existing contractors. FETA's account will close on 29 <sup>th</sup> May. TS have sent a grant letter to FETA treasury team at City of Edinburgh Council	

	regarding the payment of expenses after 31 <sup>st</sup> May. Invoices in June will be paid by Amey out of the Forth Bridges Unit budget and reimbursed.	
<b>4.7</b>	<b>Provide Winter service plan</b>	
4.7.1	Winter service plan has been submitted before 02/04/15.	
<b>4.8</b>	<b>Road sensor data, historical thermal maps and weather stations</b>	
4.8.1	Historical thermal maps have been uploaded to sharepoint by FETA, Road sensor data to follow this week.	FETA
4.8.2	FETA currently has 2 Findlay Irvine weather stations. One of these is at the mid-span (west side) 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	A previous Visala topographical survey for wind highlighted the 2 positions of the existing stations as the most pertinent spots.	
4.8.4	MT (TS) has instructed the purchase of a weather station through the South East Unit which will be installed on the bridge post June.	
4.8.5	It was previously noted that the Findlay Irvine weather station is around 20 years old and owned by Findlay Irvine and that it may not be in Amey's interest to purchase this. DS noted that from 1 June, the current anemometer would remain as this feeds to the website.	
4.8.6	Amey procurement team has been in contact with Findlay Irvine.	
<b>4.9</b>	<b>Wind management and bye-laws</b>	
4.9.1	Amey will submit a new Wind Management Plan in line with the format of Skye and Kessock plans and the Clackmannanshire Bridge draft plan.	Amey
4.9.2	BV asked if and how FETA actively manage restrictions during high winds – JR replied that most vehicles don't pull into the laybys. 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.	
4.9.3	In the case of a full closure, FETA use traffic lights at the south end of the bridge and FETA 'cone off' the slip roads at Admiralty (M90 Junction 1) and FerryToll junction at the North of the bridge. The police remove the southbound traffic from the A90/M90 at Admiralty and the northbound traffic from the A90 at Echline junction.	
4.9.4	SL confirmed that there will be no bye-laws after CSD 1. Following a meeting between TS, Traffic Scotland and Police Scotland, TS require Amey to seek approval of Police Scotland Control Room at Bilston to implement road/vehicle restrictions or closures. TS to set up procedure for this.	TS
4.9.5	For vehicle restrictions due to high wind, Amey should seek approval at each threshold. Full traffic management would be required if the police are not present to close the road. TS to set this out in writing to Amey.	TS
4.9.6	DS noted that in the event of a breakdown, FETA implements a crash cushion and 'Red X'. Amey would need to implement a full lane closure in line with Chapter 8 of the Traffic Signs Manual. The implementation of the TM is likely to take longer than the recovery of the vehicle. SL and WH are to consider if the minute of agreement could be changed under the Road Scotland Act to allow Amey to operate as FETA did previously. Amey to set out in writing to TS the limitations described above.	Amey
4.9.7	Following further discussion it was agreed that a meeting between all parties including FETA be convened to agree and set out in writing the workaround for road and vehicle restrictions, traffic management etc. TS will arrange.	TS
<b>4.10</b>	<b>AOB</b>	
	<u>Fuel Tanks</u>	
4.10.1	Amey previously raised the issue with the existing fuel tanks which had been identified within the lease as being decommissioned by the landlord. TS 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. Amey have since ordered new, above ground, fuel tanks. FETA to upload report on Sharepoint to share with Amey, TS and PAG+.	FETA
4.10.2	Subject to an order Amey may be asked to remove fuel tanks and also undertake repairs to existing interceptor trap.	

	<u>Suppliers</u>	
4.10.3	Amey have met with 9/10 suppliers, only leaving Tyco (CCTV contractor). Amey have a planned approach for meeting Tyco.	Amey
4.10.4	MA noted that there would be no change to the bridge specialist sub-contractors.	
4.10.5	MA noted that of the 24 non-specialist suppliers, around 95% would remain the same.	
4.10.6	MA asked JR if Disclosure Scotland forms could be issued to the relevant operatives at FETA. JR was fine with this.	Amey
4.10.7	MA requested certificates for gantries and access systems and JR will supply.	FETA
4.10.8	BV requested update of the FETA wind management procedures and contact details of Police Scotland Control Room at Bilston from JR.	FETA