

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



Meeting: Mobilisation Meeting No. 7
Date: 15 April 2015
Time: 10.00 – 13.00
Venue: Buchanan House

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

1.0	Introductions	
1.0.1	TMc was introduced at the start of the meeting.	
1.1	Any issues from previous minutes	
1.1.1	Updated by Amey following comments from CG.	
2.0	Mobilisation Procedures	
2.0.1	No further discussions.	
3.0	Communication protocols	
3.03	Next meeting scheduled for Wed 29th April at 10am at FRB office.	
PART A – INCLUDING OUTGOING ORGANISATIONS		
4.0	Arrangements for TUPE Staff	Action
4.0.1	All 1 to 1 meetings have been completed including those on long term sick.	
4.0.2	Meetings with unions have been arranged, the next one will be held tomorrow (16 th April).	
4.0.3	A draft Organisation Structure has been developed and will be presented at this meeting.	
4.0.4	Following this, staff will be met on a 1 to 1 basis and additional 'mop-up' roadshows will be held.	
	Induction meeting on 1 June currently planned to be held at the North Queensferry Hotel.	

4.1	Handover of Paper Records	
4.1.1	PAG have reviewed the existing hard copy records held within FETA offices. JB is reviewing a high level list which has been developed. JB plans to give records a green, amber, red rating to prioritise those that need kept. FETA to review.	PAG+
4.2	DCP, FOI and 3rd party information	
4.2.1	JR agreed to pass DCP, 3rd Party Claims and FOI Records to PAG. JR handover records in current state.	FETA
4.2.2	DCP falls within the existing SE Unit extents. No further action required.	
4.3	Handover details of SM Property (Feta Offices, Workshop, Stores & Depot)	
4.3.1	FETA's annual 'Stock Take' took place on 26 th March and data has been collated. MA asked if Amey could visit the stores on Wednesday 27 th May to Friday 29 th May to carry out a spot check of equipment against the collated records. JR confirmed this would be ok.	
4.3.2	FETA's final 'Stock Take' will be carried out over 4 Sundays in May prior to 31 st May. Amey has developed a report of FETA equipment at Rosyth, FETA fleet, furniture and office equipment. This will be collated in a single report and presented to FETA and PAG. It will list equipment to be retained as Scottish Minister's property and equipment that can be disposed of.	Amey
4.3.3	FETA will dispose of surplus plant, equipment, materials and spares where practical after receiving this report and prior to Commencement of Service Date 1.	FETA
4.3.4	Amey intend to keep FETA server, phones etc. for a period after CSD 1. BC confirmed FETA will partition their Q-drive so commercially sensitive data was not available.	FETA
4.3.5	TS to decide on process of auctioning equipment. TS may instruct Amey to organise.	TS
4.4	Works contracts live at handover (FETA & TRBO)	
4.4.1	FETA has supplied TS with Contract Reference, Title, Name and Address of Contractor and Contact Details. TS have prepared a letter to send to Contractors to novate contracts to Scottish Ministers. This is to be sent.	TS
4.4.2	FETA and TS to meet regarding contracts and then arrange follow up meeting with Amey.	FETA/TS
4.5	Other works on unit (FETA & TRBO)	
4.5.1	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 is supporting the team working on this.	
4.5.2	Amey has de-bid (Amey Employee's) secondment on Forth Road Bridge through SE IRIS and has submitted a new bid by email to TS (CF and CG) and PAG (JB) for approval. It will thereafter be included in the monthly FBOC Contract invoice.	
4.5.3	Amey has been progressing on the FBOC sign review and Investigation into Marine Licence requirements for structural schemes programmed for financial year 2015/16. A draft report for sign locations has been prepared and will be reviewed and submitted to TS. Similarly for the marine licence investigation.	Amey
4.5.4	Amey will submit the annual programme on or before Monday 20 th April.	Amey
4.6	Provide Winter service plan	
4.6.1	Winter service plan has been submitted and comments have been received from TS. Awaiting further comment from PAG.	PAG+
4.7	Road sensor data, historical thermal maps and weather stations	
4.7.1	Historical thermal maps have been uploaded to sharepoint by FETA, JR to upload Road Sensor Data.	FETA
4.8	Wind management and bye-laws	
4.8.1	Amey has submitted Wind Management Plan and awaits comments. TMC has carried out an initial review and does not foresee any major issues.	
4.8.2	All issues with bye-laws, vehicle restrictions, traffic management etc will be discussed at a separate meeting with all parties including FETA. A workaround should be agreed and set-out in writing following this meeting.	Amey/TS/ PAG/FETA

4.9	AOB	
4.9.1	Subject to an order Amey may be asked to remove fuel tanks and also undertake repairs to existing interceptor trap.	
4.9.2	<u>Suppliers</u> Amey has met with all suppliers, formal contracts to be issued. MA passed on document detailing contractors that Amey will use (all existing FETA contractors) and a full list of suppliers stating the stage in the procurement process.	
4.9.3	Disclosure Scotland forms have been issued to the relevant operatives at FETA. JR asked to speak with MA separately about some issues associated with the forms.	
4.9.4	GE raised motorway passes as another thing FETA staff would require. Amey to supply pro-formas.	Amey
4.9.5	MA to drop a note to BC regarding meeting with Amey Group Insurance. This is to discuss the current level of certification undertaken for gantry and Access Systems to be covered by Amey Group Insurance.	Amey
4.9.6	Valuation Agency requires access to FETA premises to carry out condition survey. This should be completed by the beginning of May. It was noted that this does not give Amey much time to arrange insurance for the premises.	TS
4.9.7	FETA 'sources of income' was discussed.	
4.9.8	Cable and Wireless (formerly Mercury) has a contract with FETA for use of the bridge. This will require to be novated to the Scottish Ministers as will the lease for the Café.	
4.9.9	MA suggested that Amey could offer FETA TUPE staff a 2 hour IRIS training session. BC and JR agreed this would be useful and should be scheduled as close to CSD1 as possible. JB stated that this is what was expected for obligation A55 and that this is now satisfied.	Amey

	PART B – Transport Scotland, Amey and PAG+	
		Action
5.0	OC Management Systems and submission of documents	
5.0.1	<p>Discussion on contract obligations up to the end of April</p> <ul style="list-style-type: none"> ▪ A135 - Post meeting Amey has resubmitted proposals for abnormal indivisible loads and will now meet with PAG on Thursday 30th April to discuss. ▪ A52 - detailed 1 year programme has since been submitted on 20th April. ▪ A32 - Communications Plan draft report complete – to be reviewed. ▪ A49 - Amey to send details of those responsible for programme and budget preparation. ▪ A44, A46, A45 – obligations requiring broadband connection. Amey has proposed to use existing duct between Traffic Scotland Office and FETA office and to run an additional cable through it in order to obtain an Amey broadband connection. This proposal still awaits approval from Scott Lees and is now on the critical path for these obligations to be achieved. (Post meeting note: proposal approved by A Hill on 17 April) 	<p>Amey/PAG+</p> <p>TS</p>
5.0.2	TP could meet IF (Amey IT Project Manager) to discuss broadband proposal. Amey to contact TMC about this. Now unnecessary see note above.	Amey
5.0.3	2 forthcoming TS obligations – A42 (inventory of Traffic Scotland Equipment on network) and A54 (Annual process for Roads Structural Maintenance).	TS
5.0.4	<p><u>Other contract obligations</u></p> <p>BV commented on Obligations A121 (operation, maintenance and inspection of all mechanical, electrical and plumbing equipment) and A122 (develop procedures for the inspection, operation and maintenance of all Access Systems). These procedures need developed from scratch and rely on information that KP has said is saved within FETA's Q-drive. These will be challenging obligations and their delivery is dependent on what information is available. Nonetheless, Amey will endeavor to complete these as soon as possible.</p>	
5.1	Other works on unit	
5.1.1	MA – waiting to hear from MB to enable Amey to identify schemes that can commence this year without interfering with the network connections for the Queensferry	TS

5.1.2	Crossing Contract. GE noted the poor road condition at Scotstoun (northbound off-slip to Echline) which is currently within the SE Unit but will become a part of FB Unit. This may be a Category 1 defect. This should be considered in Amey's programme.	Amey
5.2	Depots	
5.2.1	Proposals are detailed in the submission for obligation A8. PAG and TS to give definitive statement on proposals in relation to the South Anchorage Storage Area.	TS
5.3	Programmes and involvement in meetings re. new Unit Operations	
5.3.1	<u>FRC Liaison</u> BM to give dates/programme for Queensferry Crossing visits to allow familiarisation for mobilisation and other Amey staff.	TS
5.4	IT	
5.4.3	As previously discussed, Amey's IT Project Manager had prepared a document detailing Amey's proposals for network connectivity. This involves adding a new cable to the existing link between the Traffic Scotland Control Centre and FETA office. Amey are awaiting response from Scott Lees regarding this. TS has now responded see note at 5.0.1.	
5.5	Inspection Schedule	
5.5.1	The current FETA inspection regime appears to not follow those described in the Forth Road Bridge Engineering Manual and as required under the contract. It will therefore be difficult to switch to the required contract inspection frequencies and categories overnight. Amey will consider and propose a practicable transition to allow it to be achieved in operation and to achieve the contract requirements without confusing the transferred FETA inspection staff. Amey to describe how transition will work.	Amey
5.5.2	JB suggested Amey meet with IS to discuss. These	
5.5.3	comments refer to Obligation A119 due on 31/5/2015.	
5.6	Communications	
5.6.1	Website is ahead of schedule and due to be completed by mid-May to view and will go live on 28 th May. FETA website will lead to new Amey website from this date.	Amey
5.6.2	GE asked about social media and it was confirmed that Twitter account will be retained.	
5.6.3	Amey propose to have a photography team visit the Forth Road Bridge on 4 th May to capture images from dawn to dusk of the bridges and surrounding area for use in the leaflet. Several other dates had been previously arranged but had to be cancelled.	
5.6.4	Leaflet to be included as a pdf on FETA website along with FAQs being written by FR (Amey).	
5.6.5	<u>Media and visits to FRB</u> Agenda and briefing for the Minister's visit on the morning of 3 rd June to be provided by RC in advance.	TS
5.8	Transport Scotland Deliverables	
5.8.1	As previously stated, Transport Scotland have 2 contract obligations due on 27 th April: <ul style="list-style-type: none"> ▪ A42 (Inventory of Traffic Scotland Equipment on network) ▪ A54 (Annual process for Roads Structural Maintenance) 	TS
5.9	OC planned activities for next two week period	
5.9.1	Amey will continue to progress with work on obligations and internal requirements.	
5.9.2	To hold meeting with TUPE reps and Unions (UNITE and UCATT) on 16 th April.	
5.9.3	RC requested to speak with MA following the meeting to discuss TUPE matters.	
5.9.4	20m Mobile Elevating Work Platform (MEWP) to be ordered and Impact Protection Vehicle (IPV) to be purchased.	
5.10	AOB	
5.10.1	GE mentioned that TS is running a competition for interns and will offer a prize for 2 TS summer interns to a visit the top of the towers of the FRB. MA confirmed this would be ok.	

5.10.2	RC – dealing with novation, new PSG and bond.	TS
5.10.3	JB to draft a note for CG to issue to Amey regarding takeover arrangements and requirements for the building containing the café and toilets.	PAG+
5.10.4	A separate discussion is to be held on bye laws.	
5.10.5	Importance of a response from TS regarding Amey's broadband proposal was stressed.	Amey
5.10.6	SRWR: Amey to formally request login details from the commissioner.	
5.10.7	Amey to be invited to Forth Bridges Forum meeting in mid-June.	TS
5.10.8	<p>It was noted that the existing B800 bridge demolition will commence in the first 2 weekends of September involving weekend closures of the A90 and M90 from Junction 1A. This coincides with the opening of the new Borders railway. It was raised as it may put the surrounding network under unusual traffic management demands. It also affords an opportunity to undertake some carriageway works on the closed lengths of road.</p> <p>Post meeting note from SB (TS) B800 existing bridge demolition</p> <p>This is currently programmed for the 5/6th, 12/13th and reserve 19/20th September.</p> <p>It currently involves a 30 hour operation for each half of the bridge over to weekends.</p> <p>Each closure will start with a contraflow on the live side at approximately 1800 on the Saturday evening to allow protection materials to be placed and mobilisation of equipment. The full closure of both carriageways will then start at 2000 for 30 hours. However, the contraflow will be left in place and when appropriate will be reactivated as early as possible. It also means it is in place for unforeseen circumstances.</p> <p>The next week it is the other carriageway. The 3rd weekend is for a weather reserve.</p> <p>We understand that on the first weekend the Borders Rail 'Golden Ticket' trains are on the Saturday 5th (we are avoiding the daytime travellers) and hope that most people will travel by train. Normal service commences on Sunday 6th.</p>	Amey
5.10.9	GE noted that a Gateway Review would take place on 7 th and 8 th May at which MA's attendance would be appreciated.	