

**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 DH PAG+
	GM	TS AR TS
	GP	TS BM TS
	HG	TS SB TS
	SL	TS GMc TS
	DB	PAG+ KM TS
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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). A draft Organisation Structure has been developed and will be presented at this meeting.	
4.0.3	Following this, staff will be met on a 1 to 1 basis and additional 'mop-up' roadshows will be held.	
4.04	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 (<i>Feta Offices, Workshop, Stores & Depot</i>)	
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