

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



Meeting: Mobilisation Meeting No. 8  
Date: 29 April 2015  
Time: 10.00 – 13.00  
Venue: FETA Office

Present:	CF	TS
	SL	TS
	Cameron Gair (CG)	TS
	RC	TS
	Wayne Hindshaw (WH)	TS
	JB	PAG+
	DM	PAG+
	Mark Arndt (MA)	Amey
	BV	Amey
	AB	Amey
	DS	Amey
	John Russell (JR)	FETA
	Barry Colford (BC),	FETA
Apologies:	None	
Distribution:	As above, plus:	
	JM	TS
	GM	TS
	GP	TS
	HG	TS
	SL	TS
	AR	TS
	BM	TS
	SB	TS
	GMc	TS
	KM	TS
	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	Updated by Amey following comments from JB and additional comments from SB.	
<b>2.0</b>	<b>Mobilisation Procedures</b>	
2.0.1	No further discussions.	
<b>3.0</b>	<b>Communication protocols</b>	
3.01	Next meeting scheduled for Wed 13th May at 10am at Amey Eurocentral office. A buffet lunch will be provided.	
<b>PART A – INCLUDING OUTGOING ORGANISATIONS</b>		
<b>4.0</b>	<b>Arrangements for TUPE Staff</b>	<b>Action</b>
4.0.1	Further meetings with unions have been arranged, next one is on 12 May.	
4.0.2	A draft Organisation Structure was presented at meeting with unions on 16 <sup>th</sup> April. Additional 'mop-up' roadshows to be held on 18/19 May.	
4.0.3	Day 1 Induction day is to be held on 1 June at the North Queensferry Hotel to which staff will receive written invites.	
<b>4.1</b>	<b>Handover of Paper Records</b>	

4.1.1	PAG has reviewed the existing hard copy records held within FETA offices. JB circulated a report detailing records to be kept/discarded with a green, amber, red rating to TS/FETA. JB to send this to Amey. FETA to review appropriateness of PAG colour coded documents.	PAG+/FETA
4.1.2	TS common approach is to 'scan all' and it was discussed if a separate drive could be used to store these records. TS may issue an Order to Amey to scan and catalogue these records.	
<b>4.2</b>	<b>DCP, FOI and 3<sup>rd</sup> party information</b>	
4.2.1	JR stated that only 2 damages to bridge property and one FOI existed but these would be dealt with prior to CSD 1.	
<b>4.3</b>	<b>Handover details of SM Property (Feta Offices, Workshop, Stores &amp; Depot)</b>	
4.3.1	FETA's final 'Stock Take' will be carried out over 4 Sundays in May prior to 31 <sup>st</sup> May. Amey has developed a report of FETA equipment at Rosyth, FETA fleet, furniture and office equipment. This has been collated and submitted to FETA, TS and PAG. It lists equipment to be retained as Scottish Minister's property and equipment that can be disposed of.	
4.3.2	FETA will dispose of surplus plant, equipment, materials and spares where practical after reading this report and prior to Commencement of Service Date 1.	FETA
4.3.3	Amey intend to keep FETA server, phones etc. for a short period after CSD 1. BC confirmed FETA will partition their Q-drive so sensitive data was not available.	FETA
4.3.4	TS will require Amey to auction equipment. Instructions to be given to Amey. This will likely be carried out using 'Scottish Motor Auctions' who auction fleet, plant and materials. TS to write to Amey confirming requirements.	TS
<b>4.4</b>	<b>Works contracts live at handover (FETA &amp; TRBO)</b>	
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	CG and BC met to discuss live contracts, BC to add a few more to this list. It is intended that these will be left as live contracts which will transfer to TS. CG stated that the client may revert from TS to Amey in the future. TS to provide Amey with this list.	FETA TS
4.4.3	CG noted that TS plan to employ existing carryover sub-consultancy arrangements from CSD1. MA stated that Amey has been developing their design team, recruiting competent designers specifically for the Forth Bridges Unit and intended to, where appropriate, deliver investigation and design services internally with specialist support from other consultants on a specific project by project basis. Contracts currently sub-contracted were integrated into Amey's recently submitted detailed 1 year programme, from which Amey were developing in-house teams and engaging with specialist consultants e.g. GN with respect to the suspended span gantry project.	
4.4.4	It was suggested that a separate meeting be arranged to discuss a pragmatic approach to consider each project identified on the annual programme.	Amey/TS
4.4.5	BV raised a potential issue for contracts novated to TS where no Marine License has been obtained by TS.	
<b>4.5</b>	<b>Other works on unit (FETA &amp; TRBO)</b>	
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	CG asked whether Amey could deliver these works as an 'as of right' scheme rather than Works Contract. Amey would review this and suggested that it be discussed at the similar meeting identified in 4.4.4.	Amey/TS
4.5.3	Amey has been progressing on the FBOC sign review and Investigation into Marine License requirements for structural schemes programmed for financial year 2015/16. A draft report for sign locations was submitted to TS and further discussions have taken place since. The Marine License application has been sent to Marine Scotland and comment is awaited from them. An application was being developed to cover the 5 year period. It was noted however that due to the advertisement requirements the license was unlikely to be in place before 1 June, but would be in place as soon as reasonably practical. FETA noted that they currently did not have a marine license in place covering operations on the bridge.	

<b>4.6</b>	<b>Road sensor data, historical thermal maps and weather stations</b>	
4.6.1	Historical thermal maps have been uploaded to sharepoint by FETA, JR to upload Road Sensor Data after requesting it from Findlay Irvine.	FETA
<b>4.7</b>	<b>Wind management and bye-laws</b>	
4.7.1	Amey has submitted Wind Management Plan and awaits comments. TMC has carried out an initial review and does not foresee any major issues. TS/PAG+ intend to send comments to Amey.	
4.7.2	All issues with bye-laws, vehicle restrictions, traffic management etc. will be discussed at a separate meeting immediately after this with all parties including FETA and Traffic Scotland. A pragmatic proposal should be agreed and set-out in writing following this meeting.	Amey/TS/ PAG/FETA
<b>4.8</b>	<b>Potential suicides on the FRB</b>	
4.8.1	JR asked to see Amey's proposed procedure to deal with potential suicides on the FRB. This will be supplied following its completion. FETA is proactive in their response to potential suicides and staff are able to use their training and experience to approach the individual and decide if the bridge can remain open. The Police are not always contacted albeit the FETA procedure indicates that the Police are contacted. FETA staff have met/been trained by 'Samaritans' and 'Choose Life' and JR suggested Amey meet with them. Existing bye-laws allow FETA to decide whether to close the bridge.	Amey
4.8.2	JR to provide Amey with most recent procedure and TS to check what is written in the contract. RC to check with GE on what contract intentions are on potential suicides. A contract variation may be required if Amey is to continue as FETA do at present with regard to this procedure. Amey would set out proposals as item 4.7.2.	FETA TS
<b>4.9</b>	<b>Suppliers</b>	
4.9.1	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. CG requested an electronic copy of this, MA to provide.	Amey
4.9.2	Disclosure Scotland forms have been issued to the relevant operatives at FETA. JR asked for separate discussion about some issues associated with the forms. AC (Amey HRBP) is to visit the FETA office on Thursday 30 April and will explain the process and where the forms are from. The issue is that the forms do not appear to have any provenance as there is no evidence these are official Disclosure Scotland forms.	Amey/FETA
4.9.3	Motorway pass pro-formas have been sent to JR, JR to distribute among relevant FETA staff and return to Amey.	FETA
4.9.4	A meeting was held with Amey and their existing safety critical plant supplier (with input from FETA) regarding the current level of certification undertaken for gantries, Access Systems, lifting equipment, pressurised vessels, etc. MA requested copies of the existing certificates from FETA to facilitate the transition.	FETA
4.9.5	Valuation Agency was present in FETA premises carrying out the condition survey on the day of the meeting (29/4/15).	
4.9.6	<u>Post meeting note</u> The survey information has since been sent to Amey on 30 <sup>th</sup> May and has been passed onto Amey Group Insurance. However the reinstatement value of the premises was not included in this information and Amey has proposed using Rushden International to provide this. WH has responded stating, 'It would be preferable if the VOA could provide this information ASAP. However, should that not happen within the working week, then I would propose that you engage your surveyors to determine 'their' valuation, which we can then take a view on and agree a figure for the lease.'	TS/PAG+/ Amey
4.9.7	FETA 'sources of income' was discussed. Shell garage sign on FETA land and 'Cable and Wireless' (formerly Mercury) were mentioned. TS is 'Cable and Wireless' client which may present complications if this contract was novated to Scottish Ministers. FETA to review contract with C&W and report to TS how it could be novated. Lease for kiosk has been passed to TS by FETA.	FETA
4.9.8	JB requested plans for kiosk – FETA to get lease details from City of Edinburgh Council. This contract will require being novated to the Scottish Ministers. JB to draft a note for CG to issue to Amey regarding takeover arrangements and requirements for the building containing the café and toilets. JR requested permission to verbally inform LM the kiosk tenant	FETA

4.9.9	that the lease will be extended to 31 August 2016. This was granted by TS.  Amey had proposed Wed 20 <sup>th</sup> May for an IRIS familiarisation session for FETA staff. JR has since got back and confirmed this date is suitable. Presentation to start at 2pm on this date.	
<b>4.10</b>	<b>AOB</b>	
4.10.1	<u>Coastal Rowing Committee Enquiry</u> BC brought up an enquiry from North Queensferry Coastal Rowing Committee requesting to use of the boathouse building and slipway for storage of equipment. MA stated that Amey did not plan to use the building as an operational building. It was suggested that this could be considered post CSD1.	
4.10.2	<u>Aircraft Carriers</u> FETA held a meeting with 'Carrier Alliance' (Babcock, BAE, Rolls-Royce, MOD etc.) on 28 <sup>th</sup> April. It was noted that HMS QE will pass under the FRB in October 2015. They are looking to obtain clearance from FETA (TS/Amey) and Network Rail. This will be carried out at a low tide of 2.4m which will ensure a minimum clearance of 2m to the underside of the bridge.	
4.10.3	Clearance should be sought from a naval architect to check vessel dimensions. (Cat. 3 check requested on the carrier height and clearance). Further discussions will be required between Amey/TS and the Carrier Alliance before October 2015.	Amey/TS
4.10.4	RC stated that the Commencement Order for the Act will be signed next week. Amey will get Admitted Body Status soon. RC asked BC to encourage 3No. FETA staff not in the LG	FETA

	<b>PART B – Transport Scotland, Amey and PAG+</b>	
		<b>Action</b>
<b>5.0</b>	<b>OC Management Systems and submission of documents</b>	
5.01	Amey has been submitting several documents as required by the contract in the run in to the deadline of 2 May. Further submissions to be made in following 2 days.	
5.0.2	2 TS obligations – A42 (inventory of Traffic Scotland Equipment on network) and A54 (Annual process for Roads Structural Maintenance) were due imminently.	TS
<b>5.1</b>	<b>Other works on unit</b>	
5.1.1	MA explained that NM and MB undertook a joint inspection of the Unit to identify schemes that can commence this year without interfering with the network connections for the Queensferry Crossing Contract. A draft programme for 15 nights in June has been prepared to address Cat. 2 defects on Scotstoun bend. Cost circa £600K. NM & MB would discuss separately.	Amey/TS
<b>5.2</b>	<b>Depots</b>	
5.2.1	As discussed TS wish Amey to gain full planning permission and design the facility at the South Anchorage Storage Area. To be discussed separately as per item 4.4.4.	TS
<b>5.3</b>	<b>Programmes and involvement in meetings re. new Unit Operations</b>	
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
<b>5.4</b>	<b>Inspection Schedule</b>	
5.4.1	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 from 1 June. 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. With the motorised improvements to the existing suspended span gantries and the new side span gantry access for inspection and minor repairs will be greatly improved. The programme for setting out upper front staging access (staging boards) underneath the suspended truss will also determine the strategy. Amey to describe how transition will work	
5.4.2	JB suggested Amey meet with IS to clarify proposals	Amey
5.4.3	These comments refer to Obligation A119 due on 31/5/2015.	

<b>5.5</b>	<b>Communications</b>	
5.5.1	Website is ahead of schedule and due to be completed by mid-May to view and will go live on 28 <sup>th</sup> May. FETA website will lead to new Amey website from this date. Amey is hopeful of presenting a draft version of the website at the next meeting on 13 May at Eurocentral.	
5.5.2	Amey propose to have a photography team visit the Forth Road Bridge on 4 <sup>th</sup> May to capture images from dawn to dusk of the bridges and surrounding area. Several other dates had been previously arranged but had to be cancelled. Since the meeting, photography has gone ahead as intended on this date.	
5.5.3	Leaflet to be included as a pdf on FETA website along with FAQs being written by FR (Amey). These have been sent to CW (FETA Comms) for comments and will be submitted to TS. Amey also passed draft comms plan to CW for comment to enhance transition post CSD1.	Amey
5.5.4	<u>Media and visits to FRB</u> Agenda and briefing for the Minister's visit on the morning of 3 <sup>rd</sup> June to be provided by RC in advance. RC to speak with MD and discuss with Amey.	TS
<b>5.6</b>	<b>Transport Scotland Deliverables</b>	
5.6.1	As previously stated, Transport Scotland have 2 outstanding contract obligations which were due on 27 <sup>th</sup> April: <ul style="list-style-type: none"> <li>• A42 (Inventory of Traffic Scotland Equipment on network)</li> <li>• A54 (Annual process for Roads Structural Maintenance)</li> </ul>	TS
<b>5.7</b>	<b>OC planned activities for next two week period</b>	
5.7.1	Amey will continue to progress with work on obligations and internal requirements.	
5.7.2	Meetings with TUPE reps and Unions (UNITE and UCATT) to go on as required.	
<b>5.8</b>	<b>AOB</b>	
5.8.1	MA asked whether any information was required for the Gateway Review planned for 7 <sup>th</sup> and 8 <sup>th</sup> May. TS confirmed that nothing specific was required other than attendance.	
5.8.2	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+
5.8.3	<p>It was previously 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><u>Post meeting note from SB (TS)</u> 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>	
5.8.4	BV brought up a point raised by FR (Amey) about the Motorcycle Action Group's concerns over restrictions on Learners (and any other excluded groups) using the bridge. It was discussed that the Traffic Order has not yet been drafted and that this is to go for consultation. There will be a 'twin bridge managed strategy' in place for CSD 2.	
5.8.5	WH requested that the obligation register is talked through in the next meeting on 13 May.	