

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



Meeting: Mobilisation Meeting No. 9
Date: 13 May 2015
Time: 10.00 – 13.00
Venue: Amey Eurocentral

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

1.0	Introductions	
1.0.1	All attendees had met previously.	
1.1	Any issues from previous minutes	
1.1.1	No comments were received in advance but they were addressed throughout the meeting.	
2.0	Mobilisation Procedures	
2.0.1	No further discussions.	
3.0	Communication protocols	
3.01	Next meeting scheduled for Wed 27th May, 10am at FETA office. This was initially scheduled for Buchanan House but it was decided the FETA office would be more appropriate. Amey will provide lunch.	
PART A – INCLUDING OUTGOING ORGANISATIONS		
4.0	Arrangements for TUPE Staff	Action
4.0.1	A draft Organisation Structure was presented at meeting with unions on 16 th April. Additional 'mop-up' roadshows to be held on 18/19 May.	
4.0.2	Day 1 Induction day is to be held on 1 June at the North Queensferry Hotel to which staff will receive written invites.	

4.1	Handover of Paper Records	
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 has now sent this to Amey. FETA to review appropriateness of PAG colour coded documents.	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 post CSD 1.	
4.2	DCP, FOI and 3rd party information	
4.2.1	JR confirmed there were 2 areas of damage to bridge property and one FOI. The damaged parapets have been repaired and the paperwork will be dealt with prior to CSD 1.	
4.3	Handover details of SM Property (FETA Offices, Workshop, Stores & Depot)	
4.3.1	FETA's final 'Stock Take' has been completed. 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	BV requested entry to FETA offices on Fri 29 May to deliver IT equipment etc. JR confirmed that equipment could be delivered from 12:00. Full access will be available at 15:30 when FETA office staff finishes. BV requested that staff box up their personal belongings to avoid any damages. Boxes can be supplied by Amey. Surplus FETA equipment will be stored until disposed of.	
4.3.4	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
4.3.5	TS instructed Amey to auction surplus plant and materials they confirmed they would like Amey to action this and to invoice them as with other bids. This will likely be carried out using 'Scottish Motor Auctions.	Amey
4.3.6	JR stated that FETA is on a month by month contract with Scarborough Muir Group Ltd (Rosyth depot landlord) but that they believe the lease runs to 7 December. FETA has informed Scarborough Muir that they will be dissolved as of 31 May. Amey intends to use this as temporary depot for 3 months. The lease issue will be resolved in June - the lease will be continued or Amey will take on the lease.	
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 Consultant Contact Details. TS have sent letters to Contractors and Consultants to novate existing contracts to Scottish Ministers.	
4.4.2	Live sub-consultancy contracts will transfer to TS on 1 June. TS has sent list to MA. <u>Post meeting note</u> It was discussed at the programme meeting that Amey would manage these ongoing works. This would be paid for by time charge.	
4.4.3	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 design of the new suspended span gantry project.	
4.4.4	A programme meeting was held after this meeting to discuss and consider each project identified on the annual programme. Specialist contracts will initially continue to be sub-contracted as necessary.	
4.4.5	An Environmental Assessment has been carried out and a final report/application will be submitted by Amey to Marine Scotland on Friday of this week (15/5/15). Following this there will be a 28 day consultation period. Amey is looking to obtain a 5 year Marine Licence that will cover all routine maintenance works and possibly also major works contracts, full extent of coverage to be confirmed at the next meeting.	Amey

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. Planning submission drawings have been produced and a meeting regarding planning permission was held on the same day as this meeting (13/5/15). The CEC Planning Department have confirmed this application is being dealt with through delegated powers to the Planning Department.	
4.5.2	CG previously asked whether Amey could deliver these works as an 'as of right' scheme rather than Works Contract. Amey to review this.	Amey
4.6	Road sensor data	
4.6.1	JR has requested Road Sensor Data from Findlay Irvine and will upload it to Sharepoint when he receives it.	FETA
4.7	Wind management and by-laws	
4.7.1	Amey are awaiting comments on the Wind Management Plan from TS and PAG+. JB to check with on his intentions to reply with comments. Amey has an obligation to re-submit this plan following comments by 17/05/15. This may not be possible depending on the response date and volume of comments.	TS/Amey
4.7.2	All issues with by-laws, vehicle restrictions, traffic management etc. were discussed at a separate meeting on 29 April with all parties including FETA and Traffic Scotland. A pragmatic proposal was set-out in writing by Amey which was discussed at the end of the meeting.	
4.8	Potential suicides on the FRB	
4.8.1	FETA staff has 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. FETA to provide contact details in Fife and Lothian for suicide prevention groups. Amey to contact the 2 groups and arrange to attend future meetings.	FETA/Amey
4.8.2	The FBOC contract contains FETA procedures with regard to Suicide Incidents in particular Procedure PE003 Potential Suicides and PO P20 Patrol Duties-Potential Suicides. Amey's procedures are required to deliver the same level of service as FETA. JR to provide Amey with the most recent version of the procedures.	FETA
4.9	Suppliers	
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. MA sent an electronic copy of this on 12 May.	
4.9.2	Disclosure Scotland forms have been issued to the relevant operatives at FETA. JR stated that he had a couple of questions to ask about the forms.	FETA/Amey
4.9.3	JR has distributed Motorway pass pro-formas among relevant FETA staff. Applications have since been sent to TS and were delivered to Amey on 20 May. These will be distributed on 1 June. Any further applications should be sent to TS for approval and returned to Amey as and when they are complete.	FETA/Amey/ TS
4.9.4	A meeting is to be held tomorrow (14 May) with CES, Amey's existing safety critical plant testing company, regarding the current level of certification undertaken for gantries, Access Systems, lifting equipment, pressurised vessels, etc.. KP is to attend with copies of the existing certificates.	
4.9.5	It was agreed that Amey should proceed with instructing Rushden International to carry out a valuation survey of the FETA premises. The Valuation Agency has since provided a reinstatement value. Rushden Int. carried out their survey on Tue 19 May and this can be used to compare if necessary. These valuations will allow Amey to arrange and provide the necessary insurance documents.	Amey
4.9.6	FETA 'sources of income' were previously 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 and TS to write to C&W to inform them of the change of circumstances.	FETA/TS
4.9.7	FETA to get lease details for kiosk from City of Edinburgh Council. This contract will require to be novated to the Scottish Ministers. CG issued a letter to Amey on 27 April regarding takeover arrangements and requirements for the building containing the café and toilets.	FETA
4.9.8	On Wed 20 th May Amey will present an IRIS familiarisation session for FETA staff.	

	Presentation to start at 2pm on this date.	
4.10	AOB	
4.10.1	<u>Aircraft Carriers</u> FETA held a meeting with 'Carrier Alliance' (Babcock, BAE, Rolls-Royce, MOD etc.) on 28 th 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. The carrier is to sail below the bridges on this date on a low tide of 2.4m which will ensure a minimum clearance of 2m to the underside of the bridge.	
4.10.2	Dimensional clearance should be sought from a naval architect to check vessel dimensions. (Cat. 3 check was requested by TS on the carrier height and clearance). Further discussions will be required between Amey/TS and the Carrier Alliance before October 2015.	

	PART B – Transport Scotland, Amey and PAG+	
		Action
5.0	OC Management Systems and submission of documents	
5.01	Amey has continued to submit documents on time as required by the contract.	
5.0.2	Two TS obligations – A42 (inventory of Traffic Scotland Equipment on network) and A54 (Annual process for Roads Structural Maintenance) were due imminently. JB to contact MM regarding the above Obligation A54. <u>With regard to Obligation A42, Amey FBOC should contact Amey SE Unit and Amey Traffic Scotland.</u> Action Amey.	PAG Amey
5.1	Other works on unit	
5.1.1	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 (out of the FBOC budget). NM & MB to discuss separately.	Amey/TS
5.2	Depots	
5.2.1	TS confirmed Amey should gain full planning permission and progress with the design of the South Anchorage Storage. To be discussed separately.	Amey
5.3	Programmes and involvement in meetings re. new Unit Operations	
5.3.1	<u>FRC Liaison</u> Amey to contact BM to organise dates/programme for Queensferry Crossing visits to allow familiarisation for mobilisation and other Amey staff.	Amey
5.4	Inspection Schedule	
5.4.1	The current FETA inspection regime does not follow those described in the contract which follows a vulnerability/criticality system. Amey will consider and propose a practicable transition to allow it to achieve the contract requirements and frequencies. 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 initial strategy. Amey to review and confirm 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.	
5.5	IT	
5.5.1	Amey is installing its own broadband lines but BV asked BC to continue paying for broadband connection up to end of June to ensure there is no break in service. FETA currently has 4 broadband lines currently used for acoustic monitoring etc. which needs to be continued.	
5.6	Communications	
5.6.1	FR (Amey Comms Manager) presented a draft version of the website at the end of the meeting. The website is ahead of schedule and due to be completed by mid-May with a view to going live on 28 th May. FETA's current website will lead to new Amey website from this date.	

5.6.2	Amey's photography team visited 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 web site and other related publications and media material.	Amey
5.6.3	The public information leaflet will be included as a pdf on FETA website along with FAQs which have since been distributed to TS by FR. The leaflet has been sent to the printers as approved by WH.	
5.6.4	Comments on the previously submitted Communications Plan were discussed and FR is to make amendments.	
5.6.5	<u>Media and visits to FRB</u> RC sent a draft schedule for the Minister's visit on the morning of 3 rd June to MA.	
5.7	Transport Scotland Deliverables	
5.7.1	As previously stated, Transport Scotland have 2 outstanding contract obligations which were 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) With regard to Obligation A42, Amey FBOC should contact Amey SE Unit and Amey Traffic Scotland.	TS Amey
5.8	OC planned activities for next two week period	
5.8.1	Amey will continue to progress with work on obligations and internal requirements.	
5.8.2	Meetings with TUPE reps and Unions (UNITE and UCATT) to go on as required.	
5.9	AOB	
5.9.1	GE noted that the mobilisation had been given an amber/green rating and highlighted the main points raised at the Gateway Review on 7 th and 8 th May. <ul style="list-style-type: none"> Communications should be as positive and proactive as possible To review current risk management approach The team must document processes not applicant with contract TS must develop a sustainable level of experience. 	Amey
5.9.2	Amey previously distributed a document detailing their Proposed operational methods of delivery with the retraction of the by-laws. This had been reviewed prior to the meeting and it was agreed this is the way forward prior to CSD 2. This requires TS to purchase the following: <ul style="list-style-type: none"> 2 mobile VMS signs additional temporary traffic management signing pre-set sign frames and sand bags DS to provide full list and cost of additional equipment required for TS approval.	
5.9.3	DS highlighted that the use of cross-over points in the document is non-compliant with TD 92/03. TS is aware of this.	
5.9.4	BV raised issue of Traffic Orders for speed restrictions. GE stated that there should be a bespoke order for the FRB outside the omnibus order. SL noted that this is only required for planned works. It was considered that a 'blue notice' may be required for the month of June until the new omnibus order can be advertised and come into force but an order can be raised on a non TS road so this should be bid now.	
5.9.5	AB explained colour coding and referred to the key on Obligation Register. Various obligations are awaiting TS response/approval.	TS