

## **SCOTTISH MINISTERS' REQUIREMENTS**

### **SCHEDULE 3 PART 1**

#### **OVERALL REQUIREMENTS**

<b>CONTENTS</b>	<b>Page No.</b>
<b>1. OVERALL REQUIREMENTS</b>	<b>1</b>
1.1 General	1
1.2 Meetings and Seminars	1
1.3 Disclosure	1
1.4 Statutory Functions	2
1.5 Community Planning Support	2
1.6 Forth Bridges Forum Support	2
1.7 Choose Life	2



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#### **OVERALL REQUIREMENTS**

#### **1. OVERALL REQUIREMENTS**

##### **1.1 General**

1.1.1 In executing the requirements of this Contract, the Operating Company shall:

- (i) operate with full regard for the safety of the Operating Company's employees, road users and any other persons on the Unit or on land adjacent to the Unit,
- (ii) minimise the risk of damage and disturbance to, and destruction of, third party property,
- (iii) plan, manage and execute Operations to minimise delay to road users,
- (iv) minimise the risks of any potentially adverse effects to the environment as a result of both undertaking Operations and the use of the Trunk Roads,
- (v) provide and communicate timely, relevant and accurate information to users of the Principal Crossings and other stakeholders,
- (vi) support the objectives and activities of the Forth Bridges Forum to ensure that thorough and effective stakeholder engagement remains at the heart of the operation and maintenance of the Principal Crossings,
- (vii) respond to all Incidents within the timescales stated in this Contract to minimise the adverse effects on road users, and
- (viii) treat all members of the public and all other road users with due courtesy and consideration.

##### **1.2 Meetings and Seminars**

1.2.1 The Operating Company shall attend any meetings at the Director's office or at such other locations as the Director shall reasonably require.

1.2.2 The Director may organise seminars and working groups related to improving the methods by which Trunk Road management and maintenance activities are carried out. The Operating Company shall attend such seminars and working groups when required to do so in writing by the Director.

##### **1.3 Disclosure**

1.3.1 The Operating Company shall ensure that all personnel, including subcontractors, engaged, or proposed to be engaged, for the purposes of this Contract in positions directly interacting with the public and or personnel undertaking vehicle recovery work on the Trunk Road network are appointed only after the Operating Company has completed satisfactorily a disclosure process through Disclosure Scotland appropriate to the position or role of the individual concerned.

1.3.2 The Operating Company shall ensure that all vehicle recovery personnel shall also comply with the requirements set out in the Specification.

## **1.4 Statutory Functions**

- 1.4.1 The Operating Company shall perform, on behalf of the Scottish Ministers, the Statutory Functions stipulated in this Contract to be performed by the Operating Company.
- 1.4.2 The Operating Company shall carry out the Operations in such a way that they do not impede the Scottish Ministers' or others' Statutory Functions in relation to the Unit or other adjoining roads in executing those functions.

## **1.5 Community Planning Support**

- 1.5.1 The Scottish Ministers have resolved to support community planning in terms of the *Local Government in Scotland Act 2003*. The Operating Company shall provide such support and attend such meetings as required by the Director in this regard.

## **1.6 Forth Bridges Forum Support**

- 1.6.1 The Operating Company shall support the activities of the Forth Bridges Forum which meets on a quarterly basis. The Operating Company shall nominate senior representatives who will attend and participate in such meetings for consent by the Director prior to any attendance or participation. The Operating Company shall hold membership of, and shall support, the functions of the Forth Bridges Forum as detailed in Schedule 3 Part 9.
- 1.6.2 The Operating Company shall provide administrative and secretarial support to the Forth Bridges Forum including as a minimum:
  - (i) organising Forth Bridges Forum meetings,
  - (ii) preparing and issuing the agenda,
  - (iii) preparing and issuing papers,
  - (iv) taking and issuing minutes, and
  - (v) placing (or arranging the placement of) papers on the website of the Forth Bridges Forum as appropriate.

## **1.7 Choose Life**

- 1.7.1 The Operating Company shall support the activities of the Scottish Government's *Choose Life, the National Strategy and Action Plan to Prevent Suicide in Scotland* including attendance at meetings historically attended by FETA and taking due cognisance of the guidance contained in NHS Health Scotland's *Guidance on Action to Reduce Suicides at Locations of Concern* and the Scottish Government's *Refreshing the National Strategy and Action Plan*.
- 1.7.2 As a minimum, the Operating Company shall be available to attend all Fife/Tayside Choose Life group meetings. When the Edinburgh Choose Life group is holding a meeting, the Operating Company shall consider attending when a suitable member (or members) of staff is available and or the agenda is of particular relevance to the requirements of this Contract.