

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 3 PART 11

COMMUNITY BENEFITS

CONTENTS

Page No.

1.	INTRODUCTION	1
1.1	General	1
2.	REQUIREMENTS	1
2.1	Training and Employment	1
2.2	Supply Chain	2
2.3	Community Engagement	2

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1. INTRODUCTION

1.1 General

- 1.1.1 This Part details the Operating Company's obligations for implementing community benefits that support Transport Scotland in delivering the objectives stated in the Scottish Government's *Scotland's Transport Future (2004)*, Transport Scotland's *Corporate Plan 2012-15* and the UK Government's policies at www.dwp.gov.uk/policy/welfare-reform/get-britain-working.
- 1.1.2 No later than 30 days prior to Commencement of Service Date 1, the Operating Company shall provide to the Director its training and employment plan. This plan shall, as a minimum, contain details of the Operating Company's approach to training and employing its staff.
- 1.1.3 From Commencement of Service Date 1, the Operating Company shall provide a quarterly report to the Director demonstrating its compliance with the requirements of this Part.

2. REQUIREMENTS

2.1 Training and Employment

- 2.1.1 In addition to its usual methods of advertising vacancies, the Operating Company shall advertise all jobs through Jobcentre Plus and local employability partnerships within the Unit.
- 2.1.2 The Operating Company shall, as a minimum, ensure that two new recruits are engaged each Annual Period who are New Entrants. All New Entrants shall have either a pre-apprenticeship, apprenticeship, trainee or employment contract with the Operating Company.
- 2.1.3 During each Annual Period the Operating Company shall, as a minimum:
- (i) ensure that either two members of existing staff or two new recruits are trained in a relevant qualification to Scottish Vocational Qualifications Level 2 or equivalent,
 - (ii) ensure that either one member of existing staff or one new recruit is undertaking relevant professional training,
 - (iii) provide three work experience placements related to this Contract in accordance with the requirements of the work experience element of the UK Government's policies as detailed in paragraph 1.1.1 of this Part. All travel costs incurred by each person undertaking a work experience placement shall be paid by the Operating Company. At least one of the placements shall be sourced from the north side of the Firth of Forth and at least one of the placements shall be sourced from the south side of the Firth of Forth, and

- (iv) two work experience placements for undergraduates studying an engineering discipline.

2.2 Supply Chain

- 2.2.1 The Operating Company shall advertise all new sub-contracting opportunities related to the execution of this Contract through the Public Contracts Scotland portal.
- 2.2.2 The Operating Company shall support the Scottish Government's commitment to ensuring that small and medium sized enterprises have fair access to public sector contracts in Scotland as specified in the Scottish Government's economic recovery programme.
- 2.2.3 The Operating Company shall follow ethical sourcing practices such that freedom of association and the right to collective bargaining are respected, ensuring that:
 - (i) its employees and those of its subcontractors have the right to join or form trade unions of their own choosing and to bargain collectively,
 - (ii) it allows the activities of trade unions, and
 - (iii) employees' representatives are not discriminated against.

2.3 Community Engagement

- 2.3.1 The Operating Company shall be suitably resourced to meet the extensive level of communication and community involvement that is required in relation to the Unit.
- 2.3.2 Working in close liaison with Transport Scotland, the Operating Company shall build on and enhance the existing communication channels set up by FETA and FCBC.
- 2.3.3 The Operating Company shall engage proactively with the communities adjacent to the Trunk Road network within the Unit and community groups within the region of the Unit. The Management System shall contain details of the processes and procedures connected with this activity.
- 2.3.4 During each Annual Period, the Operating Company shall identify and implement at least one opportunity for developing young people within the Unit in accordance with the Scottish Government's *Creating Opportunities Together* document. Such opportunities shall be in addition to the other requirements stated in this Part, and support two Work Clubs within the Unit or adjacent to the Unit, in accordance with the UK Government's policies as detailed in paragraph 1.1.1 of this Part.
- 2.3.5 In each Annual Period, the Operating Company shall be required to undertake a programme of sponsorship of high schools within or adjacent to the Unit including as a minimum the continuation of the programme of sponsorship of Queensferry High School historically undertaken by FETA.
- 2.3.6 In each Annual Period, the Operating Company shall undertake a minimum of four visits to primary and secondary schools within or adjacent to the Unit to make presentations regarding its role and work. Such presentations shall be tailored to the needs of the age groups within the schools selected.
- 2.3.7 In each Annual Period, the Operating Company shall invite engineering students from a selection of Scottish Universities on an individual basis to tour the Forth Road

Bridge and or the Queensferry Crossing and attend a presentation regarding the relevant bridge's construction, operation and maintenance.

Such invitations shall be limited to between 30 and 40 students per University for practical and safety reasons.

- 2.3.8 The Operating Company may conduct the presentation at the relevant University in advance of the tour if preferred.
- 2.3.9 The Operating Company shall consider extending these invitations to additional Universities. Proposals for additional invitations shall be submitted to the Director for his written consent. The Operating Company shall issue such further invitations subject to an Order.
- 2.3.10 The Operating Company shall consider requests for:
- (i) visits to the Forth Road Bridge,
 - (ii) visits to the Queensferry Crossing following Commencement of Service Date 2, and
 - (iii) public speaking engagements,
- from engineering institutions, business groups and similar organisations. The Operating Company shall consider and accept such requests on merit where it deems that the opportunity will promote greater understanding of its role and work on the Unit. Priority shall be given to local organisations based in the immediate vicinity of the Principal Crossings.
- 2.3.11 In each Annual Period, the Operating Company shall provide a suitable member (or members) of staff for periods not exceeding 20 Working Days in total to provide industry related lectures and mentoring in response to requests from further education establishments in addition to the requests detailed in paragraph 2.3.10 (i), (ii) and (iii) of this Part. When the limit of 20 Working Days has been reached, any further requests shall be referred to the Director. Subject to an Order, the Operating Company shall undertake such further requests.
- 2.3.12 The Operating Company shall nominate local charities which it wishes to support through proactive charity fund raising; such nominations and fund raising activities shall require the Director's consent prior to implementation. The proposals shall include justification for the charity or charities selected, the type of activities envisaged and the target level of funds to be raised. The Operating Company shall undertake such activities on a minimum of two occasions in each Annual Period.
- 2.3.13 The Operating Company shall offer tours of the Forth Road Bridge for auction at charity fundraising events undertaken by third parties on a minimum of six occasions in each Annual Period. With effect from Commencement of Service Date 2, the tours offered on each such occasion shall be of either the Principal Crossings or the individual bridges at the discretion of the Operating Company.
- 2.3.14 With effect from Commencement of Service Date 1, the Operating Company shall undertake larger scale charity fundraising activities at a corporate level at least once in every two year period. The Operating Company's proposals for such activities shall require the Director's consent prior to implementation. The proposals shall

include justification for the charity or charities selected, the type of activities envisaged and the target level of funds to be raised.

- 2.3.15 When major works affecting bridge users or the local community are planned, a programme of dialogue and feedback and consultation events with interested parties shall be established by the Operating Company in accordance with its communication plan required in Schedule 3 Part 5.
- 2.3.16 In each Annual Period, the Operating Company shall hold one regular liaison meeting with Councillors from Fife, City of Edinburgh and West Lothian Councils respectively and any other Councils who become members of the Forth Bridges Forum. The Operating Company shall undertake such meetings with a Transport Scotland representative in attendance.
- 2.3.17 In each Annual Period, the Operating Company shall hold a minimum of two liaison meetings with Queensferry and District Community Council. The meetings shall reflect the communications strategy for the Unit and discuss issues which are of interest to local stakeholders.
- 2.3.18 In each Annual Period, the Operating Company shall hold a minimum of one liaison meeting with North Queensferry, Inverkeithing, Rosyth and Newton Community Councils. The meetings will reflect the communications strategy for the Unit and discuss issues which are of interest to local stakeholders.

signed for and on behalf of The Scottish Ministers

byRoy Brannen.....

on December 2014.....

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Authorised Signatory

atGlasgow.....

signed for and on behalf of AMEY LG Limited

by

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on December 2014.....

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Director/Company Secretary/
Authorised Signatory*

atGlasgow.....