

**This is Document “Schedule 3 Part 4” referred to in this Contract**

**SCOTTISH MINISTERS’ REQUIREMENTS**

**SCHEDULE 3 PART 4**

**CONSULTATION LIAISON AND CO-ORDINATION**

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## **SCOTTISH MINISTERS' REQUIREMENTS**

### **SCHEDULE 3 PART 4**

#### **CONSULTATION LIAISON AND CO-ORDINATION**

## **1 CONSULTEES**

### **1.1 Authorities and bodies to be consulted**

1.1.1 Notwithstanding any other provisions of this Contract the Operating Company shall co-ordinate all Operations within the Unit with the activities of

- (i) Local Roads Authorities
- (ii) Statutory Authorities
- (iii) Undertakers
- (iv) Works Contractors and authorised contractors and
- (v) any other third party

on or adjoining the Unit.

1.1.2 The Operating Company shall consult and liaise with any affected or third party including but not limited to

- (i) Local Authorities
- (ii) the Police
- (iii) other emergency services
- (iv) Undertakers
- (v) local roads authorities operating companies and other organisations responsible for roads adjoining the Unit
- (vi) Statutory Authorities
- (vii) the public
- (viii) interest groups
- (ix) public transport operators and
- (x) the NADICS operator.

## **2 NETWORK LIAISON OFFICER**

### **2.1 Requirements**

2.1.1 The Operating Company shall nominate a Network Liaison Officer who shall be suitably qualified to manage all liaison and coordination requirements referred to in this Part 4 of this Schedule 3 and otherwise in accordance with the requirements of this Contract.

The person appointed as Network Liaison Officer shall be appointed subject to the written consent by the Director.

## **2.2 Duties**

2.2.1 The duties of the Network Liaison Officer shall include but not be limited to

- (i) responsibility for identifying and taking over existing liaison arrangements and protocols with all organisations including but not limited to those listed in paragraphs 1.1.1 and 1.1.2 of this Part 4 of this Schedule 3
- (ii) responsibility for
  - (a) establishing
  - (b) developing and
  - (c) maintainingliaison arrangements and protocols as required to ensure the obligations of the Operating Company under this Contract are being fulfilled
- (iii) responsibility for ensuring that the Operating Company undertakes all appropriate consultation and liaison to assist the Scottish Ministers in complying with their community planning obligations as set out in Part 2 of the Local Government in Scotland Act 2003
- (iv) representing or ensuring representation by other appropriate members of the Operating Company's staff at all liaison meetings with organisations listed in paragraphs 1.1.1 and 1.1.2 of this Part 4 of this Schedule 3
- (v) ensuring that the minutes of all liaison meetings called by the Operating Company shall be prepared and copies issued to the Director within five Working Days of the meeting taking place
- (vi) ensuring that the issues arising from the liaison meetings shall be managed in accordance with the requirements of this Contract and that any actions required from the Operating Company shall be completed within the agreed or required timescales
- (vii) establishing liaison arrangements with any other organisations relevant to the Operating Company's Operations where required and
- (viii) providing a monthly report to the Director not later than the 15<sup>th</sup> day of each calendar month throughout the Contract Period listing
  - (a) liaison meetings held
  - (b) issues arising from such liaison meetings
  - (c) actions taken or to be taken arising from such liaison meetings and
  - (d) action plans agreed between the Operating Company and any consultee.

## **3 RECORDS**

### **3.1 Maintaining records**

3.1.1 The Operating Company shall ensure that a written record shall be maintained of all

- (i) consultation
- (ii) liaison and
- (iii) co-ordination

as referred to in this Part 4 of this Schedule 3 and that such records shall be in accordance with the provisions referred to in Part 2 of Schedule 5.

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