

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

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SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

1. INTRODUCTION

- 1.1.1 The Director will provide a web based, hosted Integrated Roads Information System with contract control and management function for use by the Operating Company in:
- (i) the provision of programmes and budgets for Schemes,
 - (ii) the issuing of Orders, recording details of Scheme delivery and making claims for payment, and
 - (iii) reporting on the material and transport carbon arising from the Operations of the Operating Company.
- 1.1.2 The Operating Company shall include documented procedures in its Management System to deliver the requirements of this Part. Detailed requirements relating to the processes and procedures to be included in the Management System are stated throughout this Part. Such requirements for processes and procedures shall apply to the Operating Company and its contractors and sub-contractors when executing Operations.

2. THE OPERATING COMPANY'S GENERAL OBLIGATIONS FOR FINANCIAL AND CONTRACT MANAGEMENT

2.1 Staffing

- 2.1.1 The Operating Company shall appoint both a Business Manager and Management System Manager to undertake the relevant key responsibilities over financial and contract management shown in Annex 5.4/B of Schedule 5 Part 4.
- 2.1.2 No later than 25 Working Days prior to the Commencement of Service Date, the Operating Company shall identify individuals from within its organisation who shall have responsibility for all elements of programme and budget preparation. During the Mobilisation Period and for the duration of this Contract, the Operating Company shall train its staff in programming and budget preparation and ensure that there are sufficient staff trained to deliver the requirements of this Part at all times.
- 2.1.3 The Operating Company shall identify an individual or individuals to train Operating Company staff in the specific activities and tasks required for relevant functions of the Integrated Roads Information System operated by the Director, including the contract control and management function. The Operating Company shall ensure that sufficient staff are available at all times to operate and maintain such systems.
- 2.1.4 The Director shall provide appropriate training on the contract control and management function of the Integrated Roads Information System to the trainer, or trainers nominated by the Operating Company in accordance with the requirements of paragraph 2.1.3 of this Part. Training by the Director will be provided prior to the Commencement of Service Date and throughout the duration of this Contract as required.

- 2.1.5 Following training on the contract control and management function of the Integrated Roads Information System by the Director, the Operating Company shall provide training via its trainer, or trainers, to all relevant staff.

2.2 Procedures

- 2.2.1 The Operating Company shall develop, implement and maintain written financial procedures in its Management System to ensure the preparation of robust estimates of costs for a Scheme which is the subject of a Bid and that records are maintained to provide an audit trail for all information contained on such Bids so that the financial commitment within the Annual Programme does not exceed the funds allocated for Operations by the Director.
- 2.2.2 The Operating Company shall develop, implement and maintain documented procedures for:
- (i) the provision of records for each Scheme, tracing the origin and location in the Unit of everything incorporated into the Unit by the Operating Company as part of each Scheme,
 - (ii) the provision of records for each Works Contract tracing the origin and location in the Unit of everything incorporated into the Unit by a Works Contractor as part of each Scheme,
 - (iii) the provision of records substantiating the quantities and value of items for the Operations for which payment under this Contract is claimed by the Operating Company (this provision shall include all activities, regardless of the method of payment referred to in Schedule 2 Part 2),
 - (iv) the provision of documented evidence that the Operating Company has discharged its obligations under this Contract in respect of all matters for which payment under this Contract is claimed, and
 - (v) the provision of records for measurement of materials and transport carbon in accordance with the requirements of Schedule 5 Part 8.
- 2.2.3 The Operating Company shall ensure that all quantities and measurements which form the basis of any Statement are supported by the use of written financial procedures. Such written financial procedures shall ensure that:
- (i) any information required by either the Operating Company or the Director is collected at the time of the measurement and is recorded within the contract control and management function of the Integrated Roads Information System,
 - (ii) all measurements and quantities are recorded on Site copy Operations Instructions and pro-forma supporting forms as soon as reasonably practicable as referred to in paragraph 4.13 of this Part, and
 - (iii) there is a sufficient degree of internal control specified within such procedures to instruct, supervise and check the Operations, which ensures the correctness of such measurements and quantities and their recording in the contract control and management function of the Integrated Roads Information System.

2.2.4 The Operating Company's written financial procedures shall include requirements which are applicable to the following categories of Operations:

- (i) Series 100 to 5000 inclusive and 6800:
 - (a) demonstrable evidence that the selected rates are the correct payment mechanism,
 - (b) evidence of any subsequent verification checks carried out,
 - (c) evidence to support completion of Operations,
- (ii) Series 6100:
 - (a) records of Operations carried out in respect of charges,
- (iii) Series 6200:
 - (a) creation and maintenance of a Professional Services register of suitably qualified Operating Company staff in the form provided for in Annex 4.1/G (22) of this Part,
 - (b) demonstrable evidence that Professional Services rates are the correct payment mechanism,
 - (c) timesheet analysis in sufficient detail to describe the Operations performed,
 - (d) suitable authorisation and verification of timesheets,
 - (e) completion and signature of timesheets by all relevant staff no later than the end of the week after which Operations were carried out,
 - (f) demonstrable evidence to support the rate or price being charged,
 - (g) demonstrable evidence to support the completion of Operations,
- (iv) Series 6300:
 - (a) demonstrable evidence that procurement and supervision of Works Contracts is the correct payment mechanism,
 - (b) records to support the finalisation of values (rates and prices) claimed for procurement or supervision of Works Contracts in relation to the stage of Operations provided,
- (v) Series 6500:
 - (a) demonstrable evidence that Time Work Schedule is the correct payment mechanism and authorised by the Director where applicable under the other provisions of this Contract,
 - (b) labour timesheet analysis in sufficient detail to describe the Operations performed,
 - (c) suitable authorisation and verification of labour timesheets,
 - (d) completion and signature of timesheets by all labour no later than the end of the week after which Operations were carried out,
 - (e) demonstrable evidence to support the labour rate being claimed,
 - (f) material cost records from statements and invoices,

- (g) Constructional Plant charges and any other charges or costs,
 - (h) evidence of any subsequent verification or checks carried out,
 - (i) demonstrable evidence to support completion of Operations,
 - (vi) Series 6600:
 - (a) records of accounts and invoices, and demonstrable evidence of payment of accounts and invoices,
 - (vii) Series 6700:
 - (a) record of network change by a Scottish Ministers' trunking or de-trunking order,
 - (viii) Series 7000:
 - (a) demonstrable evidence that lump sum is the correct payment mechanism, and
 - (b) demonstrable evidence to support completion of Operations.
- 2.2.5 The Operating Company shall document and control all information transferred from the measurement processes referred to in this Part and, wherever relevant, such information is reconciled and verified with the source records held by the Operating Company.
- 2.2.6 The Operating Company's written financial procedures shall ensure that the collation of Statement information is controlled and verifiable. Records shall be maintained within the contract control and management function of the Integrated Roads Information System to provide an audit trail for all information contained in such Statements.
- 2.2.7 The Operating Company shall establish documented controls for the Statement and payment processes as part of its written financial procedures contained within its Management System. Such documented controls shall ensure that the following Statement information is contractually valid and correct in accordance with:
 - (i) rates and prices claimed under this Contract,
 - (ii) Order numbers, Scheme Identifiers, Work Codes routes and combinations thereof,
 - (iii) series or item numbers, and
 - (iv) the integrity of Statement calculations including quantity, rate and price multiplication, additions of totals, subtotals and cumulatives.
- 2.2.8 The Operating Company's documented controls shall require a review of Statements and Statement information by the Operating Company's Core Management Team prior to the submission of each Statement to the Director.
- 2.2.9 Works Contractor payment applications shall be submitted by the Operating Company to the Director in accordance with the procedures referred to within this Part and Schedule 6 Part 1.

2.2.10 The Operating Company shall ensure that:

- (i) details of each Works Contract are logged within the contract control and management function of the Integrated Roads Information System as referred to in Annex 4.1/G (17) of this Part,
- (ii) where a Works Contract includes more than one Scheme, the Operating Company produces the required details for each Scheme,
- (iii) a complete copy, including all information, of the Works Contractor's statement requesting payment issued immediately after the issue of the Certificate of Completion for the Scheme is held by the Operating Company for review by the Performance Audit Group, and
- (iv) submission of the Works Contractor's payment application is subject to controls and reviews by the Operating Company to allow accurate monthly reporting by the Operating Company to the Director.

3. CONTRACT CONTROL AND MANAGEMENT

3.1 Introduction

- 3.1.1 Contract control and management shall be undertaken by the Operating Company through use of the contract control and management function of the Integrated Roads Information System as supplied by the Director.
- 3.1.2 The Operating Company shall provide sufficient terminals in its offices and depots to allow input of data and use of the contract control and management function of the Integrated Roads Information System to meet the requirements of this Contract.
- 3.1.3 The Operating Company shall follow the security requirements of the Director in its use of the contract control and management function of the Integrated Roads Information System.

3.2 General Requirements

- 3.2.1 The Operating Company shall supply the Director with a list of its staff who require access to the contract control and management function of the Integrated Roads Information System. This list shall include each person's role and responsibilities under this Contract.
- 3.2.2 Each of the following shall be deemed to be a document within the contract control and management function of the Integrated Roads Information System:
 - (i) Scheme Identifier generation,
 - (ii) programmes,
 - (iii) budgets,
 - (iv) Core Operations,
 - (v) Bids,
 - (vi) Orders,
 - (vii) Works Contract Instructions,
 - (viii) Confirmation of Oral Orders,
 - (ix) Further Detailed Enquiries,

- (x) Further Detailed Directions,
- (xi) Operations Instructions,
- (xii) Scheme Completion Date,
- (xiii) Statements or Works Contractor payment applications,
- (xiv) Payment Notified Records,
- (xv) Payment Received Records,
- (xvi) Works Contract payment certification,
- (xvii) Professional Services Register amendments or additions,
- (xviii) Trunk Roads damages claims,
- (xix) Contract Price Fluctuation indices amendments, and
- (xx) carbon factors amendments.

3.2.3 Up to the point of transaction by any party, the other parties shall not be allowed to see the information contained in a document.

When a transaction has been executed, the Integrated Roads Information System shall make the document available to all parties and automatically send electronic notification, in the form of an external e-mail message, to the responsible persons in the other organisations, identifying what action has occurred.

3.2.4 The e-mails referred to in paragraph 3.2.3 of this Part shall contain as a minimum the following information:

- (i) the type of transaction,
- (ii) the identity of the responsible person that the e-mail is intended to be viewed by,
- (iii) a general description relating to the transaction, which shall include any time dependencies relating to it, and
- (iv) for those transactions relating to Schemes, the Scheme Identifier with the Route number and Work Code.

3.2.5 For all Schemes, the contract control and management function of the Integrated Roads Information System shall be capable of attaching other information to such documents including textual documents, spreadsheets, databases, presentations, photographs, drawings, programmes and any other documentation or data relevant to that Scheme. The Operating Company shall notify the Director of any file type it wishes to use within the contract control and management function of the Integrated Roads Information System for which a reader is not available.

3.2.6 The Director shall provide report writing facilities within the contract control and management function of the Integrated Roads Information System for the use of himself, the Performance Audit Group and the Operating Company.

All reports on the Operating Company's activity for a particular month shall be available within the contract control and management function of the Integrated Roads Information System no later than the 14th day of the next month.

3.2.7 As a minimum, the following reports from the contract control and management function of the Integrated Roads Information System shall be deemed standard

reports to be produced by the Operating Company on a monthly basis for the use of the Director and Performance Audit Group:

- (i) Order versus spend,
- (ii) costs by Item series,
- (iii) Statement by Operations Instructions for current month,
- (iv) Scheme Completion Date and Scheme Closure Date,
- (v) Payment Notified Record checking facility,
- (vi) Works Contractors – tender costs and outturn costs,
- (vii) Operations Schemes outturn costs compared to Estimated Bid Values,
- (viii) Order register showing related Further Detailed Enquiries and Further Detailed Directions,
- (ix) Further Detailed Enquiries,
- (x) Further Detailed Directions,
- (xi) Bids not the subject of an Order,
- (xii) Schemes the subject of an Order but not started,
- (xiii) rates and prices for new items,
- (xiv) Contract Price Fluctuation Indices by month,
- (xv) material and transport carbon outputs in accordance with the requirements of Annex 4.1/G (23) of this Part,
- (xvi) fields for ad hoc reports, and
- (xvii) programme for the current and following Financial Year detailing the Operation type and route.

3.2.8 Where particular Schemes or Orders, or parts of Schemes or Orders, are to be paid under Time Work Schedule as referred to in Schedule 2 Parts 1 and 2, the contract control and management function of the Integrated Roads Information System shall, as a minimum, be populated by the Operating Company with:

- (i) measurement data,
- (ii) actual cost data, and
- (iii) supporting calculations in relation to labour staff, Constructional Plant and materials.

Annex 4.1/G (20) of this Part details the supporting documentation under individual Operations Instructions to be held by the contract control and management function of the Integrated Roads Information System.

The Director shall be entitled to omit from payment any amounts due for Operations undertaken under Time Work Schedule where the appropriate cost and measurement data in accordance with Annex 4.1/G (20) has not been logged onto the contract control and management function of the Integrated Roads Information System.

The back-up source documentation for the reports listed in paragraph 3.2.7 of this Part shall be made available to the Director and the Performance Audit Group for inspection as follows:

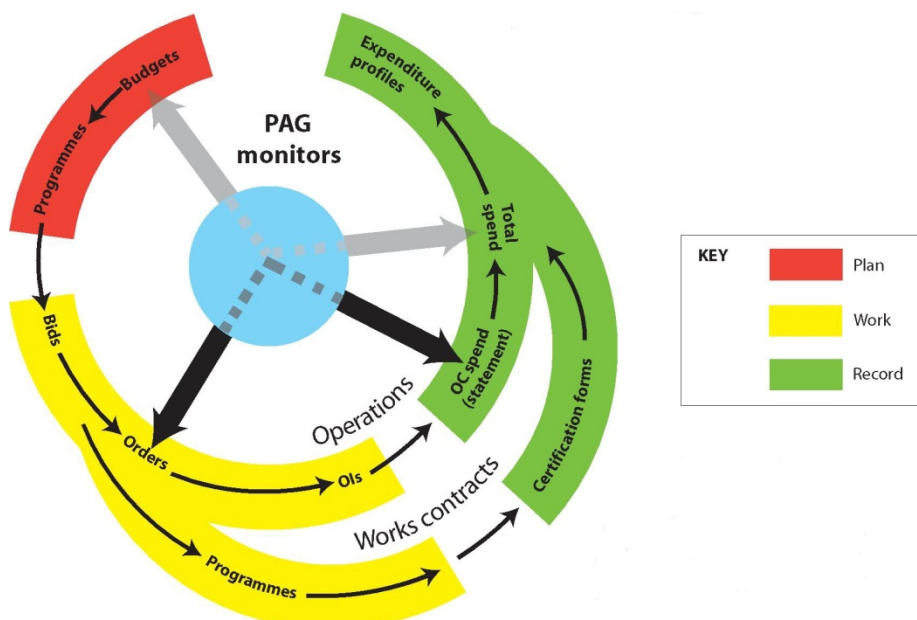
- (iv) held within the contract control and management function of the Integrated Roads Information System with suitable permissions in place, or
- (v) retained at the Operating Company's Central Office, or
- (vi) sent to the offices of the Performance Audit Group within three Working Days of a written request for such information from the Director.

4. FINANCIAL AND CONTRACT MANAGEMENT PROCEDURES

4.1 The Annual Process

- 4.1.1 The Director and the Operating Company shall manage and monitor budgets based on the Financial Year. The annual budget will be supplied to the Operating Company by the Director and will identify sums available for Core Operations, Operations and Works Contract Schemes.
- 4.1.2 The Business Manager shall have day to day responsibility for all matters related to budgetary expenditure and control and shall be the Operating Company's point of contact for all issues related to budgetary management and control specified in this Part.
- 4.1.3 The financial management and monitoring process of programmes and budgets for this Contract shall be based on operating through an Annual Cycle of events.
- 4.1.4 Each Annual Cycle shall include the tasks described in paragraphs 4.1.5 to 4.1.23 of this Part. The process is illustrated in Figure 4.1.4.A below.

Figure 4.1.4.A – Annual Cycle



- 4.1.5 The Director shall use the contract control and management function of the Integrated Roads Information System to generate Schemes for Core Operations covering the duration of this Contract. Core Operations will be outwith the annual Bid process but shall be included within the one and three year maintenance programmes to fully record the commitment of Annual Budget.
- 4.1.6 The Operating Company and Director shall undertake the various assessments and inspections described in paragraph 4.2 of this Part.
- 4.1.7 For roads structural maintenance Schemes, the Operating Company shall analyse the results of these assessments and inspections in accordance with the requirements contained within Transport Scotland's *Annual Process for Roads Structural Maintenance*. The Director shall provide *Annual Process for Roads Structural Maintenance* to the Operating Company no later than 25 Working Days prior to Commencement of Service Date and stipulate the relevant timescales for submission and approval of roads structural maintenance Schemes.
- 4.1.8 For Structures maintenance Schemes, the Operating Company shall analyse the results of assessments and inspections in accordance with the *Design Manual for Roads and Bridges* together with any relevant guidance provided by the Director.
- 4.1.9 The Planned Maintenance Manager and the Bridges Manager shall analyse the data within the pavement management, routine maintenance and management and structures management functions of the Integrated Roads Information System as part of the preparation and maintenance of an annual and three year rolling programme.
- 4.1.10 The Operating Company shall address the requirements of the *Disability Discrimination Act: Good Practice Guide for Roads* on all proposed Schemes as part of the preparation and maintenance of an annual and three year rolling programme.
- 4.1.11 Based on the assessments and inspections described in paragraph 4.2 of this Part, the Operating Company shall submit to the Director annually:
- (i) a draft three year programme of Operations, Core Operations and Works Contract Schemes,
 - (ii) a draft one year programme of Operations, Core Operations and Works Contract Schemes,
 - (iii) recommendations for improvements that could be incorporated into Operations and Works Contract Schemes,
 - (iv) recommendations for further investigations required to enable Operations and Works Contract Schemes to be accurately defined, and
 - (v) outline Bids, including preliminary estimates, for Operations and Works Contract Schemes for the one year and three year programmes.
- The Operating Company shall meet with the Director to discuss the proposed programmes, recommendations and outline Bids in accordance with the requirements of paragraphs 4.4 and 4.5 of this Part.
- 4.1.12 Following this meeting, the Director will confirm the accepted indicative one and three year programmes for Operations to be the subject of an Order, Core Operations and Works Contract Schemes to the Operating Company. The Director will also confirm the indicative budget for the next Financial Year.

- 4.1.13 The Operating Company shall submit to the Director revised Bids within the timescales required in Transport Scotland's *Annual Process for Roads Structural Maintenance* and the requirements shown at Figure 4.1.4.A, including:
- (i) detailed estimates for each Operations and Works Contract Scheme,
 - (ii) a detailed one year programme, and
 - (iii) a detailed financial profile.
- 4.1.14 Bids shall be submitted in accordance with the requirements of paragraph 4.7 of this Part. The Director shall thereafter issue Orders to the Operating Company to undertake those Operations that he has selected from the Bids submitted.
- 4.1.15 The Operating Company shall issue Operations Instructions for both Core Operations and Operations.
- 4.1.16 For approved Schemes to be executed as a Works Contract, the Director shall issue a Works Contract Instruction to the Operating Company. A Works Contract Instruction shall not be issued until such time as Statements of Intent and Value for Money Assessments in accordance with the requirements of paragraph 4.5 of this Part have been undertaken and submitted by the Operating Company and approved by the Director.
- 4.1.17 The Operating Company shall make arrangements for approved Works Contract Schemes to be progressed and executed in accordance with the requirements of Schedule 6 Part 1 and Schedule 6 Part 4.
- 4.1.18 The Operating Company shall monitor all Operations and Works Contract Schemes and provide a monthly report to the Director demonstrating compliance with the one year programme.
- 4.1.19 In the event of any deviation from the one year programme, the Operating Company shall provide a revised programme to the Director indicating how Operations will be brought back onto programme.
- 4.1.20 All written correspondence, including e-mail, raised by the Operating Company with the Director relating to Schemes, Bids and Orders, shall be attached to the relevant Scheme details recorded within the contract control and management function of the Integrated Roads Information System.
- 4.1.21 Where changes occur which have an effect on the financial value of Operations or Works Contract Schemes, the Operating Company shall submit a revised Bid to the Director. The Director shall consider such Bid and, at his discretion:
- (i) may issue a further Order, or
 - (ii) approve the revised bid for the Works Contract to vary the value of any such Scheme.

4.1.22 The key dates and actions within the cycle of events for Scheme programme and budget preparation are those contained within Tables 4.1.22A and 4.1.23A below. For roads structural maintenance Schemes, the requirements of Transport Scotland's *Annual Process for Roads Structural Maintenance* will apply for Scheme Programme preparation. For other Schemes the key activities and dates within the cycle will be as follows:

Table 4.1.22.A Annual Process - Timetable

Stage	Action
1.	Operating Company supplies to the Director by 15 August annually: Draft three year and one year programmes – the Operating Company shall supply to the Director all of the information referred to in paragraph 4.1.11 of this Part.
2.	Programme meeting – the Director shall meet the Operating Company and discuss the draft indicative programmes and estimates referred to in paragraph 4.1.11 of this Part by 15 September annually.
3.	Indicative three year and one year programmes and annual budget – the Director shall provide a copy of: (a) the indicative three year programme, and (b) the indicative one year programme, to the Operating Company by 15 October annually together with an accepted indicative budget for the next Financial Year as referred to in paragraph 4.1.12 of this Part.
4.	Annual detailed one year programme of Bids and financial profile – the Operating Company shall submit to the Director by 15 November annually, revised Bids including: (a) detailed estimates for each Operations to be the subject of an Order Scheme and Works Contract Scheme, (b) a detailed one year programme, and (c) a detailed financial profile as referred to in paragraph 4.1.13 of this Part.
5.	Orders – the Director shall issue sufficient Orders to the Operating Company to allow Operations to be undertaken within the next Financial Year by 15 January annually.
6.	Orders – the Director shall, at his discretion, issue further Orders to the Operating Company for other Operations which he requires to be undertaken. Orders for further investigation, detailed Design, tender, procurement and construction of Schemes may be issued during the year.

4.1.23 For the first Annual Period only the following actions shall apply with revised latest dates as follows:

Table 4.1.23.A – Year 1 Annual Process Timetable

Stage	Latest Date	Action
1	10 weeks prior to Commencement of Service Date	The Director shall provide the Operating Company with details of the current three and one year programmes to request revised Estimated Bid Values for all Schemes therein. The Operating Company shall submit revised Bids for all Schemes.
2	6 weeks prior to Commencement Of Service Date	Annual detailed one year programme of Bids and financial profile – the Operating Company shall submit to the Director revised Bids including: <ul style="list-style-type: none"> (a) detailed estimates for each Operations to be the subject of an Order Scheme and Works Contract Scheme, (b) a detailed one year programme, and (c) a detailed financial profile as referred to in paragraph 4.1.13 of this Part.
3	2 weeks prior to Commencement Of Service Date	Orders – the Director shall issue sufficient Orders to the Operating Company to allow Operations to be undertaken within the next Financial Year.

4.2 Inspection and Assessments Types

4.2.1 The Operating Company shall consider the findings of the most up to date inspections and assessments as undertaken by the Director in determining future maintenance needs:

- (i) road condition survey information provided through the Integrated Roads Information System,
- (ii) results of further investigations, tests and surveys noted in this Part, carried out by the Operating Company as required by the *Design Manual for Roads and Bridges*,
- (iii) asset, Defect and condition information recorded in the routine management and maintenance function of the Integrated Roads Information System referred to in Schedule 4 Part 2 and Schedule 7 Part 1,
- (iv) Defects and condition information associated with bridges and other Structures recorded in the structures management function of the Integrated Roads Information System referred to in Schedule 7 Part 6 and Schedule 7 Part 7,
- (v) the results of the Sideways Coefficient Routine Investigation Machine (SCRIM) skidding resistance testing, and
- (vi) potential road safety Schemes as referred to in Schedule 8 Part 3.

4.3 Skid Resistance Management

- 4.3.1 The Operating Company shall appoint a Skid Resistance Manager in accordance with the requirements of Schedule 5 Part 4. The Skid Resistance Manager shall manage the Operating Company's skid resistance team.
- 4.3.2 The Operating Company shall comply with the requirements of *Design Manual for Roads and Bridges* for skid resistance management and the requirements and advice contained in the *Guidance Document for Implementing a Skid Resistance Policy for Transport Scotland*. If there is any conflict between these documents, the *Guidance Document for Implementing a Skid Resistance Policy for Transport Scotland* shall take precedence.
- 4.3.3 The Operating Company shall undertake investigations as described in the *Guidance Document for Implementing a Skid Resistance Policy for Transport Scotland* and record the information included in Appendix 1 of that document and submit the records to the Director. During the course of this Contract, the Director may require the Operating Company to record this information in the Integrated Roads Information System.
- 4.3.4 After 31 October in each Annual Period, the Operating Company shall use the Integrated Roads Information System to generate the long-list of Sites to be investigated. The Operating Company shall assign each of the Sites a priority in accordance with the *Guidance Document for Implementing a Skid Resistance Policy for Transport Scotland*.
- 4.3.5 The Operating Company shall complete the initial investigations arising from the long-list no later than 28 February in each Annual Period and identify which Sites require detailed Site investigations.
- 4.3.6 The Operating Company shall proceed with detailed Site investigations in the established priority order. Detailed Site investigations for all priority 1 Sites and not less than 200 Sites in total shall be investigated by the Operating Company by 15 August in each Annual Period.
- 4.3.7 Following completion of the detailed Site investigations, the Operating Company shall submit proposals for the erection, maintenance and removal of warning signs in accordance with the *Guidance Document for Implementing a Skid Resistance Policy for Transport Scotland* for the Director's consent. Following receipt of the Director's consent and subject to an Order, the Operating Company shall erect, maintain and remove such warning signs.
- 4.3.8 The Operating Company shall submit to the Director and the Performance Audit Group a skid policy progress report in a form to be agreed with the Director before the 15th day of each month.
- 4.3.9 Before 31 August in each Annual Period, the Operating Company shall prepare and submit to the Director an annual report which summarises its activities in respect of skid resistance management. The Operating Company shall propose a form and content for the annual report to the Director for his consent. As a minimum, the report shall contain:
- (i) the extent of Site category reviews completed and where changes are proposed,

- (ii) a summary of the monthly progress reports submitted during the Annual Period,
- (iii) the long-list of Sites indicating:
 - (a) where initial and detailed Site investigations have been completed,
 - (b) where action has and has not been taken,
 - (c) where Sites have been added to a programme of works,
 - (d) where changes to investigatory levels are proposed, and
 - (e) where further monitoring is proposed,
- (iv) the Operating Company's view on any common findings or outcomes from the investigations which might influence future Transport Scotland policy decisions,
- (v) identification of any conflicts within the Transport Scotland *Guidance Document for Implementing a Skid Resistance Policy for Transport Scotland*, or between the policy and other Contract systems or processes, and
- (vi) suggestions for any aspects of skid resistance management which could be improved or developed.

4.3.10 The Operating Company's Skid Resistance Manager and a practitioner from its skid resistance team shall attend a Transport Scotland Skid Policy User Group a minimum of four times each year on dates to be notified by the Director.

4.4 Programme Development

- 4.4.1 The Operating Company shall use the current information available from inspections and assessments when developing one year and three year maintenance programmes. The Operating Company shall record the one year programme within the contract control and management function of the Integrated Roads Information System. The three year programme shall be capable of being viewed using the contract control and management function of the Integrated Roads Information System.
- 4.4.2 The Operating Company shall undertake the development of the programmes to meet the dates referred to in Tables 4.1.22.A and 4.1.23.A of this Part. For roads structural maintenance Schemes, the requirements of Transport Scotland's *Annual Process for Roads Structural Maintenance* will apply. The development of programmes shall not be delayed pending the results of any ongoing inspections or assessments.
- 4.4.3 The Operating Company's analysis of assessments and inspections shall be presented in sufficient detail and in a format acceptable to the Director, to allow the proposed maintenance Schemes to be assessed.
- 4.4.4 Guidance on methods of analysis is provided in the *Design Manual for Roads and Bridges*. Any further investigations required to clearly define Schemes and provide detailed estimates shall be identified as part of the Operating Company's proposed programme.
- 4.4.5 Where the analysis referred to in paragraph 4.4.3 of this Part indicates conditions that may be responsive to a number of different treatments or solutions, the

Operating Company shall submit a list of the different treatments or solutions together with a relevant whole life costing analysis as part of providing its recommended option to the Director. Such information shall be in sufficient detail to be able to provide an indicative Estimated Bid Value and a quantification of the extent of the Operations or the Works that are needed.

- 4.4.6 Where a maintenance Scheme is identified that encompasses a section of road which is scheduled to be replaced by a planned Scheme, the Operating Company shall consider deferring the maintenance Scheme. In such situations the Operating Company shall consider and report to the Director on the implications of such a deferral.

4.5 Statements of Intent and Value for Money Assessments

- 4.5.1 The Operating Company shall agree a programme annually with the Director for the submission of Statements of Intent in accordance with the requirements of Transport Scotland's *Annual Process for Roads Structural Maintenance* for Schemes under Work Series 0100. For all other Schemes, a programme shall be agreed annually with the Director in accordance with paragraphs 4.1.22 and 4.1.23 and Tables 4.1.22.A and 4.1.23.A of this Part.
- 4.5.2 The programme shall ensure that submission of Statements of Intent is in a timely and phased manner, at least 25 Working Days prior to the commencement of any works, allowing time for effective consideration of each submission by the Director. The Operating Company shall ensure that Statements of Intent are developed and submitted for year two and year three programmes for consideration to accommodate any changes to programme or budget.
- 4.5.3 All Statements of Intent (Scheme approval) and Value for Money Assessments shall provide sufficient detail to demonstrate to the Director that the proposed Scheme represents value for money. An outline Statement of Intent (Scheme approval) and (Inception) form is provided at Annex 4.1/A.
- 4.5.4 For all Schemes in excess of an Estimated Bid Value of £1,000,000, the feasibility of the Works Contractor sourcing at least 10 percent of the materials required for the Works from recycled, secondary or re-used sources shall be fully considered within Statements of Intent.
- 4.5.5 For all Schemes subject to submission of a Statement of Intent, the list of accessibility barriers present within each Scheme shall be discussed with the Director to determine if all barriers can be addressed within the available budget in accordance with the *Addressing Barriers to Accessibility on the Trunk Road Network: Guidance Note for Operating Companies*.
- 4.5.6 For proposed roads structural pavement maintenance Schemes within Work Series 0100, the Operating Company shall submit Statements of Intent and, where appropriate, Value for Money Assessments to the Director in accordance with the timescales and financial thresholds given in Transport Scotland's *Annual Process for Roads Structural Maintenance*.

- 4.5.7 For proposed bridges general maintenance Schemes within Work Series 1200 and with an Estimated Bid Value of more than £50,000, the Operating Company shall submit to the Director:
- (i) a Statement of Intent (Scheme approval) for those Schemes with an Estimated Bid Value of under £350,000 for the Director's consideration using the outline form provided at Annex 4.1/A of this Part,
 - (ii) for all Schemes with an Estimated Bid Value of more than £350,000 a Statement of Intent (Inception), together with a Value for Money Assessment,
 - (iii) details of any departures from the *Design Manual for Roads and Bridges*, and *Disability Discrimination Act: Good Practice Guide for Roads*,
 - (iv) an approval in principle, where appropriate under the *Design Manual for Roads and Bridges*,
 - (v) a list of all accessibility barriers recorded in the routine maintenance and management function of the Integrated Roads Information System on the DDA1 or DDA2 Scheme pro forma provided in Annex 4.1/I of this Part and any other barriers identified, with:
 - (a) the estimated cost to resolve each item,
 - (b) a recommendation itemising barriers that will be addressed within the proposed Scheme,
 - (c) reasons for each item which is not being addressed in the proposed Scheme, and
 - (vi) any other relevant information in support of the Scheme.
- 4.5.8 Following review by the Director of Schemes with an Estimated Bid Value of more than £350,000, the Operating Company will complete the Statement of Intent (Scheme approval) for the Director's approval using the outline form provided at Annex 4.1/A of this Part.
- 4.5.9 When the Estimated Bid Value of a Work Series 1200 Scheme is greater than £350,000, a technical workshop shall be held between the Director and the Operating Company to discuss potential remedial options and proposals for further studies and investigations. The Director retains the right to instigate a technical workshop for Schemes under £350,000 where deemed appropriate.
- 4.5.10 The Operating Company shall submit a written report containing the recommendations agreed at the technical workshop to the Director for consent within 25 Working Days of such workshop being held.
- 4.5.11 For proposed Schemes within Works Series other than 0100 and 1200, to be ordered as Operations or a Works Contract with an Estimated Bid Value of over £10,000, the Operating Company shall complete a Statement of Intent (Scheme approval) which shall contain details that confirm the need for the Scheme, using the outline form provided at Annex 4.1/A of this Part.
- 4.5.12 For proposed Schemes within Works Series, other than 0100 and 1200, to be ordered as Operations or a Works Contract with an Estimated Bid Value of over £50,000, the Operating Company shall complete a Statement of Intent (Inception) using the outline form provided at Annex 4.1/A of this Part, together with a Value for

Money Assessment which shall contain details that confirm the need for the Scheme.

4.5.13 Subject to an order, the Operating Company shall undertake further studies and investigations as required by the Director. Such further studies and investigations may include, but not be limited, to:

- (i) analysis of the comparative costs of delaying Schemes, and
- (ii) value engineering and value management assessments in accordance with Part 5 of the Scottish Government Transport and Planning Group's *Value for Money Manual*.

4.5.14 Following the Director's consideration of the Statement of Intent (Inception), Value for Money Assessments and any further studies and investigations, the Operating Company shall submit a Statement of Intent (Scheme approval) using the outline form provided at Annex 4.1/A of this Part.

4.5.15 For proposed Schemes within Works Series other than 0100 and 1200, to be ordered as Operations or a Works Contract where the estimated value of any Scheme is greater than £350,000, a technical workshop shall be held between the Director and the Operating Company to discuss potential remedial options and proposals for further studies and investigations. The Director retains the right to instigate a technical workshop for Schemes under £350,000 where deemed appropriate.

4.5.16 The Operating Company shall submit a written report containing the recommendations agreed at the technical workshop to the Director for consent within 25 Working Days of such workshop being held.

4.6 Programmes and Profiles

4.6.1 For the first Financial Year in which the Commencement of Service Date arises, the Operating Company shall not be required to submit the draft programmes referred to in paragraph 4.1.11. Table 4.1.23.A specifies the steps and timescales to be followed for the first Financial Year.

4.6.2 For each subsequent Financial Year, the Operating Company shall prepare and submit draft one and three year programmes covering all proposed Schemes to the Director using the steps and timescales referred to in:

- (i) Transport Scotland's *Annual Process for Roads Structural Maintenance*, and
- (ii) Table 4.1.22.A of this Part.

4.6.3 Draft one year programmes shall contain the Schemes to be undertaken for Core Operations, Operations and Works Contracts proposed for the next Financial Year. Draft three year programmes shall contain all proposed Schemes for Operations at individual locations, or which are Route based, or which are proposed as Works Contracts.

4.6.4 The Operating Company shall create and record within the contract control and management function of the Integrated Roads Information System, the detailed one year programme and financial profile to allow activity monitoring and appropriate financial control by the Director. This shall be in a format and at a level of detail in accordance with that shown at Annex 4.1/B of this Part.

4.7 Bids

- 4.7.1 For Core Operations, the Director shall utilise the contract control and management function of the Integrated Roads Information System to generate an annual Bid and approval for inclusion within the annual programme.
- 4.7.2 When submitting the detailed one year programme, the Operating Company shall also submit Bid reports to the Director for the next Financial Year that complement the detailed one year programme. This shall be done within the timescale referred to in Transport Scotland's *Annual Process for Roads Structural Maintenance* and Table 4.1.22.A of this Part.
- 4.7.3 A Bid shall contain the information shown at Annex 4.1/G (4) and (5) of this Part.
- 4.7.4 The Operating Company shall seek approval from the Director through Works Contract Instructions for:
- (i) developments in a Works Contract that lead or may lead to changes in cost or value as soon as they become apparent to the Engineer or Project Manager or equivalent, and
 - (ii) changes or expected changes in the bills of quantities, programme, milestone schedules and the like allowed for in the Works Contract that may materially affect the final cost or value of the Works Contract,
- in accordance with the requirements stated in Schedule 6 Part 1.
- 4.7.5 In addition to the submission of the annual detailed one year programme of Bids to the Director, further Bids may be submitted by the Operating Company at any time during the Financial Year. Further Bids submitted during the Financial Year shall relate to:
- (i) amending existing Bids, either in terms of work content or value, or
 - (ii) additional Schemes.
- 4.7.6 When a further Bid relates to an additional Scheme, the Operating Company shall submit the Bid to the Director at least 25 Working Days before the proposed Scheme commencement date. Such Schemes shall not commence until consent to the Bid has been given by the Director.
- 4.7.7 The Operating Company shall identify each element of an Estimated Bid Value, as to Design, investigation and construction, to enable the element to be approved separately at the Director's sole discretion.

4.8 Orders for Operations and Works Contract Instructions

- 4.8.1 An Order may contain one or more Schemes. Each Scheme within an Order shall, as a minimum, contain the information shown at Annex 4.1/G (6) of this Part.
- 4.8.2 There are two categories of Scheme which operate differently with regard to the use of Scheme Identifiers:
- (i) Schemes where the Scheme Identifier remains the same over the complete period of the Scheme and may cover a number of Financial Years. These shall be Site or Route specific Schemes generally related to structural pavement maintenance, planned general repair, technical survey, strategic road safety, minor improvement and general bridge maintenance, together with all Schemes undertaken under Works Contracts, and

- (ii) Schemes where the Scheme Identifier relates only to the Financial Year of the Order.

Should the Operating Company have any doubt as to the category of a Scheme, it shall seek written clarification from the Director.

- 4.8.3 Where Operations for a Scheme have not been completed within the Financial Year, the Operating Company shall issue a Bid for the next Financial Year to cover the completion of such Operations. Operations which are undertaken in one Financial Year shall not be inserted into a Statement using an Order from a previous Financial Year, unless the Operating Company is instructed to do so by the Director.
- 4.8.4 Orders for Schemes with an Estimated Bid Value of less than £350,000 shall be issued by the Director based upon the Bids submitted by the Operating Company.
- 4.8.5 The Director retains the right to generate Scheme Identifiers and issue Orders that are not based upon Bids submitted by the Operating Company.
- 4.8.6 The Director may vary the work content, extent and value of a Scheme by issuing a further Order.
- 4.8.7 Schemes with an Estimated Bid Value of more than £350,000 shall be approved and controlled in accordance with paragraph 4.1.16 of this Part through the issue of a Works Contract Instruction by the Director.
- 4.8.8 The Director shall issue Works Contract Instructions through the contract control and management function of the Integrated Roads Information System based upon Bids submitted by the Operating Company. The Director retains the right to generate Scheme Identifiers and issue Works Contract Instructions that are not based upon Bids submitted by the Operating Company.
- 4.8.9 A Works Contract Instruction can contain one or more Schemes. Each Scheme within a Works Contract Instruction shall, as a minimum, contain the information shown at Annex 4.1/G (7) of this Part.
- 4.8.10 The Director may vary the work content, the extent and the value of a Scheme which is the subject of a Works Contract Instruction by issuing a further Works Contract Instruction.

4.9 Further Detailed Enquiries

- 4.9.1 The Operating Company shall submit any requests for clarifications regarding Operations to be undertaken via a Further Detailed Enquiry to the Director. All clarifications sought verbally or electronically shall be confirmed by the issue of a Further Detailed Enquiry within two Working Days of the clarification being sought.
- 4.9.2 A Further Detailed Enquiry shall contain as a minimum the information shown at Annex 4.1/G (10) of this Part.
- 4.9.3 The Director shall have sole discretion as to whether or not it is appropriate to issue a response to a Further Detailed Enquiry.
- 4.9.4 In those cases where a general enquiry is being made through a Further Detailed Enquiry, the routine services activity Scheme and Order shall be used. The routine services activity Work Code shall be 0701.

4.10 Further Detailed Directions

- 4.10.1 The Director shall issue a Further Detailed Direction to the Operating Company either in response to a Further Detailed Enquiry, or when considered appropriate, to clarify or provide further details in respect of existing Orders.
- 4.10.2 A Further Detailed Direction shall be treated by the Operating Company as if it was an Order issued under this Contract.
- 4.10.3 A Further Detailed Direction shall contain, as a minimum, the information shown at Annex 4.1/G (11) of this Part.
- 4.10.4 The Director shall have sole discretion as to whether or not it is appropriate to issue a Further Detailed Direction in response to a Further Detailed Enquiry.
- 4.10.5 When a Further Detailed Enquiry or Further Detailed Direction is issued, the Order register shall be updated to identify that a dependent Further Detailed Enquiry or Further Detailed Direction exists.
- 4.10.6 Within 10 Working Days of the completion of the Further Detailed Direction, the Operating Company shall enter the date that it completed all parts of the Further Detailed Direction.

4.11 Scheme Completion and Closure

- 4.11.1 For all Core Operations within the annual programme, the contract control and management function of the Integrated Roads Information System shall insert a Scheme Closure date 10 Working Days after the end of the Annual Period.
- 4.11.2 The Operating Company shall record within the contract control and management function of the Integrated Roads Information System:
 - (i) the actual date when all Operations within each individual Scheme subject to an Order have been completed, within five Working Days of actual completion of the Operations. This date shall be known as the Scheme Completion Date, and
 - (ii) the actual date when all Further Detailed Directions within each individual Scheme have been completed.
- 4.11.3 Schemes shall not be recorded as complete until all Further Detailed Directions have been completed and the "Director objects" flag in the contract control and management function of the Integrated Roads Information System has been changed to "no" by the Director.
- 4.11.4 The Operating Company shall record within the contract control and management function of the Integrated Roads Information System the date on which it considers that all costs for a Scheme subject to an Order have been included in a Statement. This date shall be known as the Scheme Closure Date. The Scheme Closure Date shall be logged as soon as possible but in any case no later than 56 days from the Scheme Completion Date being logged as referred to in paragraph 4.11.2.

The Operating Company shall not be entitled to claim any further costs for a Scheme after the Scheme Closure Date.
- 4.11.5 The Director shall monitor the performance of the Operating Company with regards to the period between the completion of Schemes and finalisation of costs within Statements.

- 4.11.6 Should the Operating Company not log a Scheme Closure Date within 56 days of a Scheme Completion Date being logged, the contract control and management function of the Integrated Roads Information System shall enter that date automatically on the 56th day as the Scheme Closure Date and prevent the Operating Company from entering any further costs against the Scheme.

The contract control and management function of the Integrated Roads Information System shall allow the Director to lift this bar at his sole discretion.

- 4.11.7 The Operating Company shall provide a status report giving reasons for active Schemes not having a Scheme Completion Date to the Director, copied to the Performance Audit Group, quarterly on the 14th day of the month in each Annual Period.
- 4.11.8 Within five Working Days following completion of the Scheme, the Operating Company shall provide the Director with the completed DDA1 or DDA2 Scheme pro forma provided in Annex 4.1/I of this Part, noting the actual construction cost and confirming which barriers were addressed.
- 4.11.9 The Operating Company shall provide to the Director quarterly reports in each Annual Period summarising the barriers to accessibility that have been addressed to date and related costs.

4.12 Oral Orders

- 4.12.1 On receipt of an oral Order, the Operating Company shall issue a Confirmation of Oral Order with a Bid to cover the Operations which are the subject of such oral Order to the Director by 10:00 hours of the next Working Day. A Confirmation of Oral Order shall, as a minimum, contain the information stated in Annex 4.1/G (8) of this Part.
- 4.12.2 Within one Working Day of receipt of a Confirmation of Oral Order and the supporting Bid, the Director shall:
- (i) issue an Order accepting the Bid as submitted and respond to the Confirmation of Oral Order with a Further Detailed Direction, or
 - (ii) issue an Order revising the Bid as submitted and confirm the changes made using a Further Detailed Direction, or
 - (iii) issue a Further Detailed Direction explaining why he considers that an oral Order has not been issued.
- 4.12.3 Should the Operating Company for any reason not issue a Confirmation of Oral Order and Bid to cover an oral Order within the timescale described in paragraph 4.12.1 of this Part or should the Director for any reason not undertake one of the actions referred to in paragraph 4.12.2 of this Part within the relevant timescale, then such Order shall be deemed to be terminated with immediate effect and the Operating Company shall terminate the relevant Operations as quickly as possible.

4.13 Operating Company Operations Instructions

- 4.13.1 The Operating Company shall issue Operations Instructions for the undertaking of all Operations. The information to be contained in an Operations Instruction is stated in Annex 4.1/G (13) of this Part.

- 4.13.2 The Operating Company shall use the contract control and management function of the Integrated Roads Information System to issue Operations Instructions to its Operations personnel and sub contractors.
- 4.13.3 All Operating Company depots and sub-offices shall have the capacity to issue paper copies of Operations Instructions to Operations personnel omitting the series and items within the Schedule of Rates and Prices. The paper Site copy of each Operations Instruction shall include a section allowing Site changes to Operations to be recorded together with the reasons for such changes.
- 4.13.4 For Work Series Codes 0100, 0300, 0800, 0900, 1200, and 9802, (other than for those Operations Instructions raised in respect of Category 1 Defects), any Operations Instruction shall have an estimate of the Principal Distance for the Scheme inserted within it in accordance with the requirements of Annex 4.1/G (23) of this Part.
- 4.13.5 The Operating Company shall record all changes on each Site Operations Instruction including any changes to the Operations undertaken or to the quantity of work undertaken. All such changes shall be recorded at the Site either prior to, or at the completion of, the Operations.
- A copy of this Site Operations Instruction shall be retained in the depot sub-office with a copy returned to the Central Office within five Working Days of the Operation being completed.
- 4.13.6 An Operating Company authorised member of staff shall sign off each Site Operations Instruction to verify that the nature and extent of the Operations shown on the Operations Instruction, including any changes, were necessary and were undertaken satisfactorily.
- Each Site Operations Instruction shall be countersigned by the Operating Company's authorised manager responsible for the Operations.
- 4.13.7 The Operating Company shall record in the contract control and management function of the Integrated Roads Information System all measurements, including changes to Operations Instructions and reasons for differences to estimated quantities which have been recorded on the Site copy of the Site Operations Instruction, within five Working Days of completion of the Operations.
- 4.13.8 Where the Operating Company wishes to undertake a number of Site Operations related to different Scheme Identifiers at the same location, it may issue a Consolidated Operations Instruction containing a number of Site Operations Instructions. Each Consolidated Operations Instruction shall be issued with a unique consecutive identifier number.

4.14 New Rates

- 4.14.1 Where the Operating Company considers that the items within the Schedule of Rates and Prices are not applicable to the Operations to be undertaken and proposes to use:
- (i) rates or prices deduced from applicable rates and prices as referred to in Schedule 1, or
 - (ii) rates or prices by measurement and valuation in accordance with fair rates and prices as referred to in Schedule 1, or

- (iii) a Lump Sum Quotation as referred to in Schedule 1,
it shall use the procedure described at paragraphs 4.14.2 to 4.14.8 below.

4.14.2 The Operating Company shall submit to the Director:

- (i) a proposed item description, a unit of measurement and a rate or price deduced from applicable rates and prices, or
- (ii) a rate or price in accordance with fair rates and prices, with a supporting calculation of the build up of such rate or price, or
- (iii) a quotation supported by calculations showing the build-up of the price. For the purposes of this paragraph 4.14 and the contract control and management function of the Integrated Roads Information System, a quotation shall be considered as a single rate of £1 and with a quantity of the quotation value and a unit of 'sum'.

4.14.3 The Director shall review the wording of the item description. If the Director considers that existing rates and prices contained in the Schedule of Rates and Prices are not applicable to the Operations, he shall insert a suitable description together with a new series or item number and a unit of measurement into the Schedule of Rates and Prices held within the contract control and management function of the Integrated Roads Information System.

4.14.4 The Director shall fix a rate or price, in consultation with the Operating Company, if considered necessary. This shall be called the Fixed Rate or Price. The Director shall insert such Fixed Rate or Price into the Schedule of Rates and Prices held within the contract control and management function of the Integrated Roads Information System.

4.14.5 Where the Director fixes a rate or price he will supply a mass conversion factor for each relevant new Schedule of Rates and Prices item. Where no rate or price is supplied then a zero factor value will be inserted.

4.14.6 Where a Fixed Rate or Price is held within the contract control and management function of the Integrated Roads Information System, it shall remain in place unless it has been reviewed and changed by the Director and a Determined Rate or Price is notified.

4.14.7 The Operating Company shall validate the Operations Instruction and insert it into the next Statement.

4.14.8 Where the Operating Company undertakes Operations which were unforeseen at the time of the issue of the Operations Instruction and it considers that the series or items within the Schedule of Rates and Prices do not cover the scope of the unforeseen Operations, it may propose the use of:

- (i) rates or prices deduced from applicable rates and prices as referred to in Schedule 1, or
- (ii) rates or prices by measurement and valuation in accordance with fair rates and prices as referred to in Schedule 1, or
- (iii) a Lump Sum Quotation as referred to in Schedule 1.

In such a situation, the requirements of paragraph 4.14.2 of this Part shall be submitted to the Director within five Working Days of the Scheme Completion Date.

4.15 Operating Company Statements for Payment Purposes

4.15.1 The Statement shall have two parts. Part A will hold those sums eligible for payment by the Director to the Operating Company. Part B will hold any sums deemed by the Director to be in dispute at the date of the Statement. The Operating Company shall prepare and record the following two reports within the contract control and management function of the Integrated Roads Information System:

- (i) the simplified Statement report referred to in Annex 4.1/D of this Part, and
- (ii) a Scottish Executive accounting system Statement (SEAS) report allocating all costs within the Statement to the Scottish Executive accounting system codes.

These reports, together with supporting documentation for Operations that are paid under the Time Works Schedule, shall form the Statement for each month.

Where any element of any Statement is identified by the Director as a disputed element, the Performance Audit Group, on behalf of the Director, shall transfer any such elements from part A to part B of the Statement and create a Payment Notified Record. The transfer from part A to part B of the Statement for each disputed element shall not change the Scheme Identifier and Work Code.

Payment in respect of Statements submitted by the Operating Company will be made by the Director using the contract control and management function of the Integrated Roads Information System by raising a Payment Notified Record in accordance with the functionality and roles stated in Annex 4.1/G (15) of this Part. The Operating Company shall confirm payment through the contract control and management function of the Integrated Roads Information System by a Payment Received Record in accordance with Annex 4.1/G (16) of this Part.

4.15.2 All Operating Company Statements in the format referred to in this Part shall be submitted in Electronic Copy to the Director and the Performance Audit Group. Such statements shall be supported by the other Statement reports referred to in paragraph 4.15.1 of this Part logged within the contract control and management function of the Integrated Roads Information System.

4.15.3 The Operating Company shall retain all supporting cost measurement documentation related to Operations for which Statements have been prepared. This documentation shall be held for a period of at least six years after the end of the Defects Liability Period.

4.16 9901 Activation

4.16.1 Where the Operating Company has notified an additional claim for payment in accordance with Schedule 1, the Operating Company shall activate a Bid showing the Estimated Bid Value to allow the creation of a Scheme Identifier. Such an activation shall be known as a 9901 Activation. Subject to the other provisions of this paragraph of this Part, the activation of a 9901 Activation shall not entitle the Operating Company to any payment. The information requirements for 9901 Activations are stated in Annex 4.1/G (21) of this Part.

4.16.2 A 9901 Activation shall be deemed to be disputed by the Director. The Operating Company shall place a Scheme created under a 9901 Activation in part A of the Statement. Where any such part of a Scheme continues to be identified by the Director in Statements as disputed, the Performance Audit Group shall transfer any

such part from part A to part B of the Statement. The transfer from part A to part B of the Statement for each disputed part of a Scheme shall not affect the Scheme Identifier and Work Code 9901.

4.16.3 When the Director decides that any Scheme created under a 9901 Activation or any part of any such Scheme is no longer disputed, he shall notify the Operating Company accordingly, in writing. On receipt of such notification, the Operating Company shall:

- (i) create and issue a new Bid and Scheme Identifier to the Director, using the Work Code 9902. The Bid shall include reference to the original Scheme Identifier created under the 9901 Activation and the appropriate value against the new Scheme Identifier, and
- (ii) submit a revised Bid for the original Scheme created under the 9901 Activation, reducing the Estimated Bid Value by the equivalent of the Estimated Bid Value of the new Scheme.

The Operating Company shall create the Bid for the new Scheme and a 9902 Activation for the revised Bid for the original Scheme.

4.16.4 If the 9901 Bid continues to have an Estimated Bid Value and if a Claim Notification is not received by the Director before the expiry of the period described in Clause 10.8.2 of Schedule 1, on expiry of this period the 9901 Activation shall be set to zero by the Operating Company on receipt of an Order from the Director.

4.17 Operating Company Financial Management Flexibility

4.17.1 The requirements of this paragraph allow the Operating Company to manage changed circumstances found on Site and ensure continued delivery of Site Operations. The Director retains the right to withdraw the provisions of paragraph 4.17.5 of this Part from this Contract, on either a temporary or permanent basis. In the event of such a withdrawal, all resulting costs of whatsoever nature shall be borne by the Operating Company.

4.17.2 The requirements of this Part do not apply to:

- (i) Works Contracts which shall be procured, supervised, managed and monitored as referred to in Schedule 6 Part 1, or
- (ii) Core Operations.

4.17.3 The Operating Company shall undertake the financial management and monitoring of the Operations at individual Scheme level for the Total Order Value of Scheme within the Financial Year.

4.17.4 The following procedures shall apply:

- (i) if any Scheme seems likely to exceed the Total Order Value of Scheme within the Financial Year referred to in the latest Order, as indicated by the cumulative value of associated Operations Instructions for such Scheme, the Operating Company shall issue a revised Bid to the Director immediately for the Scheme, setting out the reasons for the increase in costs,
- (ii) this revised Bid shall be accompanied by a revised Bid for other Schemes within the same Work Series to produce a matching saving. The cumulative value of associated Operations Instructions shall be the total of all

Operations Instructions that have been measured against that Scheme added to the total of all Operations Instructions that have been issued against that Scheme but not yet measured,

- (iii) if any Scheme seems likely to be less than the Total Order Value of Scheme within the Financial Year referred to in the latest Order, as indicated by the cumulative value of associated Operations Instructions, the Operating Company shall issue a revised Bid to the Director immediately for such Scheme, setting out the reasons for the decrease in costs, and
- (iv) this revised Bid shall be accompanied by a revised Bid for Operations where the unused budget may be used.

4.17.5 When the Operating Company requires to authorise a variation to the scope of the Operations within a Scheme at a specific Site that may result in additional costs not exceeding 10 percent of the Total Order Value of Scheme within the Financial Year, each variation within the Financial Year, referred to in the latest Order, may be incurred by the Operating Company without the prior written consent of the Director.

Within two Working Days of having issued such authorisation, the Operating Company shall issue a revised Bid for the Scheme showing the increased Estimated Bid Value to the Director, setting out the reasons for such increase in costs. This shall be accompanied by a revised Bid for other Schemes within the same Work Series to produce a matching saving.

Within five Working Days of receipt of the revised Bid, the Director will issue a further Order to cover the increase and revise other Schemes as appropriate.

4.17.6 Notwithstanding the Total Order Value of Scheme within the Financial Year, the Operating Company shall deal with Incidents in compliance with the Scottish Minister's Requirements.

4.17.7 With the exception of the allowances made in this Part with regard to Incidents, where the final valuation of a Scheme made by the Operating Company exceeds the Total Order Value of Scheme within the Financial Year, the Director shall not be obliged to pay any excess costs over and above the Total Order Value of Scheme within the Financial Year.

4.18 Works Contractor Financial Control

4.18.1 Paragraphs 4.7 and 4.23 of this Part state the Director's requirements for the Operating Company to:

- (i) use the contract control and management function of the Integrated Roads Information System in seeking Bid approval,
- (ii) issue Works Contractors' payment applications and payment certification forms (CCIA), and
- (iii) issue forms for the payment of monies to Works Contractors for Works Contract Schemes.

Annex 4.1/G (17) of this Part specifies the information to be held within the contract control and management function of the Integrated Roads Information System in respect of Works Contracts Schemes.

4.18.2 The procedures for the financial control of Works Contractors' payment applications are referred to in Schedule 6 Part 1.

4.19 Payment of Works Contractors

- 4.19.1 The Operating Company shall submit to the Director an Electronic Copy and one paper copy of all original Works Contractors' payment applications and payment certification forms (CCIA) referred to in Schedule 6 Part 1. These shall be submitted to:

Transport Scotland
Finance and Corporate Services Directorate
Accounts Payable and Administration Team – TRBO
9th Floor, Buchanan House
58 Port Dundas Road
Glasgow
G4 0HF

- 4.19.2 The Operating Company shall issue the supporting certificates (CCII and CCIII) referred to in Schedule 6 Part 1 where appropriate and store the same on the contract control and management function of the Integrated Roads Information System.
- 4.19.3 The Operating Company shall enter into the contract control and management function of the Integrated Roads Information System copies of all tender reports and draft tender document certificates as referred to in Schedule 6 Part 1.
- 4.19.4 On the completion of the Works for a Works Contract, the Operating Company shall enter the appropriate series or item number related to the Work Code for the Scheme, and the appropriate quantity, into the contract control and management function of the Integrated Roads Information System in the form given in Annex 4.1/F of this Part.

4.20 Financial Monitoring and Forecasting Process

- 4.20.1 The Operating Company shall undertake financial monitoring and forecasting to generate reports using the contract control and management function of the Integrated Roads Information System and the data contained therein. All reports shall be available to be read by the Director and Performance Audit Group.
- 4.20.2 There are three main areas of financial reporting which shall be addressed within the contract control and management function of the Integrated Roads Information System:
- (i) annual programmes including monthly Operations Instruction and Works Contract activity predictions,
 - (ii) monthly updates of the value of Statements, the value of Operations and Works Contract activity carried out and the re-profiling of monthly expenditure profiles, and
 - (iii) monthly consolidated financial reports in the form given in Annex 4.1/I of this Part, detailing all Statements submitted by the Operating Company and payment applications submitted by Works Contractors.
- 4.20.3 During each Financial Year, the Operating Company shall review, update and complete monitoring forms and record them in the contract control and management function of the Integrated Roads Information System no later than 10 Working Days after the last day of each calendar month. All costs and estimated costs for

Schemes entered on the monitoring form shall exclude Value Added Tax and Contract Price Fluctuation.

4.20.4 When completing the monthly reporting forms, the Operating Company shall include changes to the value of estimates for Schemes.

4.20.5 The Operating Company shall attend monthly programming meetings with the Director and discuss any changes to the value of estimates for Schemes with a view to the Operating Company and Director using the contract control and management function of the Integrated Roads Information System to bid for and consent to any required changes to the Annual Programme and budget.

4.20.6 The Operating Company shall include documented procedures as part of its Management System that include the production and monitoring of the accuracy of the Estimated Bid Values to ensure the accuracy of the time and financial outturn estimates for Schemes provided to the Director.

Should monitoring indicate that Estimated Bid Values have been produced which are not accurate, the Operating Company shall implement any required changes, including changes required by the Director, to these procedures to improve the accuracy of the estimates.

4.21 Carbon Reporting

4.21.1 The Operating Company shall produce a carbon emissions report, providing the carbon factor score for material usage and transportation in Schemes within the one year Programme. Such reports shall be produced by the Operating Company on a monthly and annual basis showing carbon scoring for individual Schedule of Rates and Prices items on a monthly- and annually-to-date basis.

4.21.2 The output requirements for carbon reporting by the contract control and management function of the Integrated Roads Information System are shown in Annexes 4.1/G (23) and 4.1/H of this Part together with their associated appendices.

4.22 Damage to Crown Property

4.22.1 The Operating Company shall comply with the requirements stated in Annex 4.1/G (18) of this Part.

4.23 Professional Services Register

4.23.1 The Operating Company shall comply with the requirements stated in Annex 4.1/G (22) of this Part.

This is Annex 4.1/A to Schedule 4 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Scotland TranServ being a Joint Venture comprising of Balfour Beatty Civil Engineering Limited and Mouchel Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PARTS 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/A – Statement of Intent (Inception and Scheme Approval)

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/A – Statement of Intent (Inception and Scheme Approval)

Statement of Intent Form



1. Scheme ID number		2. Revision number			
3. Scheme name					
4. Work Code	5. PMS Category	6. Scheme Rank	7. Basis of Rank	8. Work Year	9. Work Type
10. Works Location and Approximate length					
11. Details of the site (construction, cross section, traffic flows, etc)					
12. SERIS/Visual survey justification for scheme					
13. RMMS report and maintenance history					
14. Details of any proposed further investigation/surveys (including costs)					
15. Preliminary treatment options					
16. Approval for Further Investigation/surveys					
Operating Company Representative		Signature		Date	
Transport Scotland Representative		Signature		Date	

17. Justification for works		
18. Whole life costing		
<p>Have you considered sustainable options? If yes, what is proposed? If no, provide an explanation as to why it is not feasible.</p>		
19. Proposed works		
20. Cost Estimates		
Year	Activities	Estimated Cost
20__/20__		
20__/20__		
20__/20__		
20__/20__		
	TOTAL	_____ £0
21. List of attached information		
22. Statement of Intent Agreement: Type and extent of pavement and non-pavement treatments		
Operating Company Representative	<u>Signature</u>	<u>Date</u>
Transport Scotland Representative	<u>Signature</u>	<u>Date</u>
23. Revision control		
Date	Comments	

This is Annex 4.1/B to Schedule 4 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Scotland TranServ being a Joint Venture comprising of Balfour Beatty Civil Engineering Limited and Mouchel Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/B – Financial Profiling

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/B – Financial Profiling

<OPERATING COMPANY>

Year

Financial Profile

Scheme ID	Route	OC/MC	Contract Description	Work Code	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total Operations Cost (£)	Total Works Cost (£)	Total Cost (£)
		OC																	
		WC																	
		OC																	
		WC																	
		OC																	
		WC																	
		OC																	
		WC																	
		OC																	
		WC																	
		OC																	
		WC																	
		OC																	
		WC																	
Total					£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Discrete Schemes												
Year												
Operations Programme												
CARRY OVER/RETENTIONS												
Route	Scheme I.D.	Contract Description	Work Code	Start Design & Document Preparation	Design Complete (%)	Documents sent to PAG	Tender Issue	Award Works Contract	Start Operations or Works	Complete Operations or Works	Final Invoice /Statement Submitted	Current Year Estimated Costs
											Total	£0.00

<OPERATING COMPANY>

Year

Expenditure Profile

Scheme ID	Route	OC/WC	Contract Description	Work Code	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total Operation Cost (£)	Ordered Value (£)	Total Works Cost (£)	Total Cost (£)
		OC																		
		WC																		
		OC																		
		WC																		
		OC																		
		WC																		
		OC																		
		WC																		
		OC																		
		WC																		
		OC																		
		WC																		
		OC																		
		WC																		
Total					£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

This is Annex 4.1/C to Schedule 4 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Scotland TranServ being a Joint Venture comprising of Balfour Beatty Civil Engineering Limited and Mouchel Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/C – Work Series and Codes

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/C – Work Series and Codes

Work Series 0100 – Roads – Structural Pavement Maintenance

- 0101 Reconstruction
- 0102 Overlay
- 0103 Resurfacing
- 0104 Surface Dressing
- 0105 Provision of special anti skid treatment

Work Series 0200 – Roads –Maintenance

- 0201 Maintenance (Monthly Lump Sum)

Work Series 0300 – Roads – General Repair and Maintenance

- 0301 Patching flexible roads
- 0302 Patching concrete roads
- 0303 Maintenance of footways and cycle tracks
- 0304 Raising and replacing existing kerbs
- 0305 Maintenance of safety fence
- 0306 Maintenance of pedestrian guard rails
- 0307 Maintenance of road traffic signals, signs and bollards
- 0308 Retaining wall under 1.5m
- 0309 Remedial earthworks to embankments & cuttings
- 0310 Drainage and culverts under 2m
- 0311 Road markings & reflector studs
- 0312 Fences, walls, screens and noise barriers
- 0313 Landscape and planting
- 0314 Pedestrian crossings and furniture
- 0315 Road lighting and electrical work
- 0316 New footways and cycle tracks
- 0317 Graffiti removal
- 0318 Routine Reactive Maintenance (Monthly Lump Sum)

Work Series 0400 – Roads – Technical Surveys & Investigations

0401 Technical surveys and investigations

Work Series 0500 Roads – Winter Service

0501 Winter Service (Monthly Lump Sum)

0502 Salt Supply – national resilience initiative

Work Series 0600 – Roads – Emergencies

0601 Emergencies

Work Series 0700 – Roads – Resource Costs

0701 Routine Services (Monthly Lump Sum)

0702 Electricity charges

0703 Changes in Scope of Operations

Work Series 0800 – Roads – Strategic Road Safety

0801 Individual Strategic Road Safety Schemes

Work Series 0900 – Roads – Minor Improvement Schemes

0901 Individual Improvement Schemes

Work Series 1000 – Roads – Traffic Counts

1001 Traffic counts

1002 Network Operations

Work Series 1100 – Roads – General Expenditure

1101 General expenditure

Work Series 1200 – Bridges – General Maintenance

1201 Bridges and culverts 2 metres and over, retaining wall over 1.5 metres and other Structures

1202 Bridge strengthening

1203 Major bridges

1204 Silane treatment

1205 Protective coatings to steel Structures

Work Series 1300 – Bridges – Inspection, Assessment and Investigation

1301 Principal and General Inspections (Monthly Lump Sum)

1302 Structural assessment

1303 Special investigations

Work Series 1400 – Bridges – General Expenditure

1401 General expenditure

Work Series 9800 – Roads and Bridges – Damage to Crown Property

9801 Damage repair & cost recovery service >£10,000

9802 Payment for damage repair <£10,000

Work Series 9900 – Roads and Bridges – Claims

9901 Claims for additional payment – not accepted by Director

9902 Claims for additional payment - accepted by the Director

This is Annex 4.1/D to Schedule 4 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Scotland TranServ being a Joint Venture comprising of Balfour Beatty Civil Engineering Limited and Mouchel Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/D – Statement Reports

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/D – Statement Reports

Simplified Statement Report Example

Part A

Scheme ID	Scheme Description	Amount £	Cumulative Amount £	Cumulative CPF £	Cumulative Amount Incl. CPF £
11/NE/0102/003	Roadworks Scheme – Muchalls S/B overlay	5,150.00	5,150.00	370.00	5,520.00
11/NE/0102/007	Design of Discrete Roadworks Scheme Drumuillie overlay	6,700.00	26,600.00	1,515.00	28,115.00
	Total Work Code	11,850.00	31,750.00	1,885.00	33,635.00
11/NE/0703/003	Routine Manager Activities	150.00	900.00	132.00	1,032.00
	Total Work Code	150.00	900.00	132.00	1,032.00
11/NE/1201/003	General Bridge Repair	817.60	3,270.40	150.00	3,624.80
	Total Work Code	817.60	3,270.40	150.00	3,624.80
	Total Value Part A	12,817.60	36,124.80	2,167.00	38,291.80
	Total Previously Billed Part A		23,511.60	1,902.90	25,414.59
	Less Part B Adjustments (PNR)		204.40	10.00	214.40
	Revised Total Previously Billed Part A		23,307.20	1,892.99	25,200.19
	Total Value for Month for PART A		12,817.60	274.01	13,091.61
11/NE/1201/003	General Bridge Repair	204.40	613.20		
	Total Work Code	204.40	613.20		
	Total Value Part B	204.40	613.20		

Scheme ID	Scheme Description	Amount £	Cumulative Amount £	Cumulative CPF £	Cumulative Amount Incl. CPF £
	Total Value to Date				
	Part A		36,124.80	2,167.00	38,291.80
	Part B		613.20	0.00	613.20
	Total Value for Unit		36,738.00	2,167.00	38,905.00

This is Annex 4.1/E to Schedule 4 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Scotland TranServ being a Joint Venture comprising of Balfour Beatty Civil Engineering Limited and Mouchel Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/E – Financial Monitoring and Forecasting Reports

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/E – Financial Monitoring and Forecasting Reports

OPERATING CONTRACT FOR THE XX UNIT CONSOLIDATED FINANCIAL REPORT – APPLICATION

Month being reported – 30 June 2013

Date of Issue – 14 July 2013

OPERATING COMPANY

Statement Number	Statement Date	Statement Value £	CPF £	Total Value (net of VAT) £
Total 2011/12	-	15,000,000	1,000,000	16,000,000
2012/13				
2012/13				
NE113	10/05/2013	1,000,000	100,000	1,100,000
NE114	08/06/2013	2,500,000	250,000	2,750,000
NE115	07/07/2013	1,500,000	125,000	1,625,000
Total 2012/13		5,000,000	475,000	5,475,000
Cumulative Operating Company		20,000,000	1,475,000	21,475,000

WORKS CONTRACTORS

Payment Application Number	Date Submitted	Recommended Payment Value		Total Value (net of VAT)
		£		£
Total 2011/12		12,000,000		12,000,000
2012/13				
April		1,956,000		1,956,000
May		2,536,000		2,536,000
June				
NECOR009	08/06/2013	300,000		300,000
NETHI017	10/06/2013	285,000		285,000
NEMDS005	05/07/2013	1,250,000		1,250,000
NEBDN025	06/06/2013	750,000		750,000
		2,585,000		2,585,000
Total 2012/13		7,077,000		7,077,000
Cumulative Works Contractors		19,077,000		19,077,000
Cumulative Expenditure for Unit				
2011/12		27,000,000	1,000,000	28,000,000
2012/13		12,077,000	475,000	12,552,000
Total to Date		39,077,000	1,475,000	40,552,000

OPERATING CONTRACT FOR THE NORTH EAST UNIT

CONSOLIDATED FINANCIAL REPORT – PAYMENT

Month being reported – 30 April 2013

Date of Issue – 14 May 2013

OPERATING COMPANY

Statement Number	Statement Date	Cumulative Amount of Statement (1)	Omitted Amount Part B (2)	CPF (3)	Part A Amount (4) = (1)+(3)-(2)	Manual Adjustments (5)	Total Value (net of VAT) (6)=(4)+(5)
		£	£	£		£	£
Total 2011/12	–	15,750,000	(269,254)	1,075,000	16,555,746	72,354	16,628,100
2008/09							
NE113	10/05/2007	1,000,000	75,340	100,000	1,175,340	84	1,175,424
NE114	08/06/2007	2,500,000	(71,804)	250,000	2,678,196		2,678,196
NE115	07/07/2007	1,500,000	52,814	125,000	1,677,814	400	1,678,214
NE116	11/08/2007	1,300,000	(128,114)	115,000	1,286,886		1,286,886
NE117	06/09/2007	1,355,000	66,100	120,000	1,541,100		1,541,100
NE118	04/10/2007	1,265,000	45,333	117,000	1,427,333		1,427,333
NE119	10/11/2007	1,854,000	(66,200)	175,000	1,962,800	69,350	2,032,150
NE120	09/12/2007	1,236,000	69,958	116,000	1,421,958		1,421,958
NE121	06/01/2008	1,584,000	50,250	130,000	1,764,250		1,764,250
NE122	05/02/2008	1,477,000	44,160	126,000	1,647,160		1,647,160
NE123	12/03/2008	1,799,000	(49,350)	200,000	1,949,650	(11,000)	1,938,650
NE124	08/04/2008	2,150,000	29,120	210,000	2,389,120		2,389,120
Accruals 2011/12		(750,000)	-	(75,000)	(825,000)	-	(825,000)
Accruals 2012/13		1,000,000	-	125,000	1,125,000	-	1,125,000
Total 2012/13		19,270,000	117,607	1,834,000	21,221,607	58,834	21,280,441
2013/14							
NE125	10/05/2008	2,000,000	-	200,000	2,200,000	-	2,200,000
Accruals 2012/13		(1,000,000)	-	(125,000)	(1,125,000)	-	(1,125,000)
Accruals 2013/14		-	-	-		-	
Total 2013/14		1,000,000	-	75,000	1,075,000	-	1,075,000
Cumulative Operating Company		36,020,000	(151,647)	2,984,000	38,852,353	131,188	38,983,541

CPF is calculated on the Part A Amount (column 4) i.e. the Cumulative Amount of the Statement less Part B.

WORKS CONTRACTORS

Payment Application Number	Date Submitted	Application for Payment Value	Amounts Omitted/Released (including Claims)		Payment Value (net of VAT)
		£	£		
Total 2011/12		12,500,000	(500,000)		12,000,000
April		1,956,000			1,956,000
May		2,536,000			2,536,000
June		2,585,000			2,585,000
July		1,652,000			1,652,000
August		1,470,000			1,470,000
September		102,000			102,000
October		1,070,000			1,070,000
November		658,000			658,000
December		423,000			423,000
January		105,000			105,000
February		305,000	500,000		805,000
March		690,000			690,000
Accruals 2011/12		(500,000)	-	-	(500,000)
Accruals 2012/13		650,000	-	-	650,000
Total 2012/13		13,702,000	500,000		14,200,000

2013/14							
April							
NECOR010	15/04/2013	650,000		-	-	-	650,000
NEMDS006	25/04/2013	300,000		-	-	-	300,000
			950,000	-	-	-	950,000
Accruals 2012/13			(650,000)	-	-	-	(650,000)
Accruals 2013/14			-	-	-	-	
Total 2013/14			300,000	-	-	-	300,000
Cumulative Works Contractors			26,502,000		0		26,502,000
Cumulative Expenditure for Unit			Application	CPF	Omitted	Manual Adjust's	Payment
2011/12			28,250,000	1,075,000	(769,254)	72,354	28,628,100
2012/13			32,972,000	1,834,000	617,607	58,834	35,482,441
2013/14			1,300,000	75,000	-	-	1,375,000
Total to Date			62,522,000	2,984,000	(151,647)	131,188	65,485,541

Note – the following are definitions of terms used in these tables:

Accruals – these represent any sums which were claimed in one Financial Year but accounted for in a previous Financial Year. This information may require to be entered manually by the Operating Company but shall be compiled from information held within the contract control and management function of the Integrated Roads Information System.

Manual Adjustments – this is when an amount is paid or deducted outwith the contract control and management function of the Integrated Roads Information System. Such amounts shall be advised in writing by the Director and shall require to be entered manually by the Operating Company.

This is Annex 4.1/F to Schedule 4 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Scotland TranServ being a Joint Venture comprising of Balfour Beatty Civil Engineering Limited and Mouchel Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/F – Works Contractor Series and Item Numbers

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/F – Works Contractor Series and Item Numbers

Items Related to Work Codes to be Used When Coding Works Contracts

Work Code	Item Number	Description	Measurement Unit
Structural Pavement Maintenance			
0101	0700	01-9000 Reconstruction	sq m
0102	0700	02-9000 Overlay	sq m
0103	0700	02-9100 Resurfacing	sq m
0104	0700	04-9000 Surface Dressing	sq m
0105	0700	04-9100 Anti skid treatment	sq m
General Repair and Maintenance			
0301	0700	11-9000 Patching flexible roads	sq m
0302	0700	11-9100 Patching concrete roads	sq m
0303	1100	05-9000 Resurfacing footways & cycle tracks	sq m
0305	0400	10-9000 Replacement of wire rope safety fence	M
0305	0400	01-9000 Replacement of other safety fence	M
0305	0400	10-9100 New wire rope safety fence	M
0305	0400	01-9100 New other safety fence	M
0311	1200	03-9000 Replacement of road markings	M
0315	1300	01-9000 Replacement of lighting columns	No
0316	1100	05-9100 New footways and cycle tracks	sq m
Strategic Road Safety			
0801	0800	01-9000 Strategic Road Safety	No
Minor Improvement Schemes			
0901	0900	01-9000 Minor Improvement Scheme	No
Bridges General Maintenance			
1201	1700	01-9000 Bridge or Structure maintenance	No

Work Code	Item Number	Description	Measurement Unit
1202	1700	01-9100 Bridge strengthening	No
1203	1700	01-9200 Major bridges maintenance	No
1204	2000	01-9000 Silane treatment	No
1205	1900	02-9000 Protective coatings	No

This is Annex 4.1/G to Schedule 4 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Scotland TranServ being a Joint Venture comprising of Balfour Beatty Civil Engineering Limited and Mouchel Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/G – Detailed Functions and Functionality of the Contract Control and Management Function of the Integrated Roads Information System

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/G – Detailed Functions and Functionality of the Contract Control and Management Function of the Integrated Roads Information System

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>1. One Year Programme and Financial Profiles</p> <p>Each one year programme and financial profile shall be given a unique consecutive number by the contract control and management function of the Integrated Roads Information System. Each Operations, Core Operation and Works Contracts Scheme within a one year programme shall contain the following fields for completion by the Operating Company:</p> <ul style="list-style-type: none"> (i) Work Code, (ii) Route number on all Routes, (iii) Scheme Identifier, (iv) the Scheme manager reference from the Integrated Roads Information System where one exists, (v) Total Order Value of Scheme within the Financial Year, (vi) Total Works Contract Instruction Value for the Scheme within the Financial Year, (vii) estimated value of Scheme in Financial Year, (viii) start and end dates or each category of Operations or Works, (ix) percentage Design complete, (x) tender documents to the Performance Audit Group date, (xi) tender issue date, (xii) tender award date, and (xiii) final Statement or invoice date. <p>Group programmes as follows:</p> <ul style="list-style-type: none"> (i) roads, (ii) bridges, (iii) minor improvements, and 	<p>The Operating Company can generate, revise and read draft programmes. The Operating Company can read, but not produce or revise consented-to versions. The Operating Company can create a copy of a consented to version.</p> <p>The Director and the Performance Audit Group can revise draft programmes, generate consented to programmes and read all programmes.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>(iv) accident investigation and prevention.</p> <p>Each Scheme within a one year financial profile shall contain the following fields:</p> <ul style="list-style-type: none"> (i) Work Code, (ii) category of Operations or Works, (iii) Route, (iv) Scheme Identifier, (v) description of Scheme, and (vi) profiled estimate of Total Order and Works Contract Instruction value for each Scheme for each month and with total for Financial Year. 	
<p>2. Annual Budgets</p> <p>Annual budgets shall be given for each of the following:</p> <ul style="list-style-type: none"> (i) structural maintenance (roads), (ii) Core Operations (not requiring a Bid), (iii) strategic road safety, (iv) minor improvement Schemes, (v) Structures (bridges). <p>Each annual budget shall be divided between Operations subject to an Order, Core Operations and Works Contracts, each of which shall be given a unique consecutive number by the contract control and management function of the Integrated Roads Information System.</p> <p>The contract control and management function of the Integrated Roads Information System will link each budget for Operations to Orders such that Orders against a budget cannot be issued in excess of that budget.</p> <p>The Operating Company shall generate and store annual budgets for all Operations and Works including a tag with date and time of issue and receipt and status, (draft number or consented to version).</p>	<p>The Director and the Performance Audit Group can generate, revise and read draft and indicative budgets.</p> <p>The Operating Company can read draft budgets at the discretion of the Director or the Performance Audit Group but can read all indicative budgets. The Operating Company cannot generate or revise any budgets.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>3. Work Codes</p> <p>The contract control and management function of the Integrated Roads Information System will hold all Work Codes as shown at Annex 4.1/C of this Part or subsequently re-issued by the Director in a format which shall allow their use in the generation of other elements within the system such as Statements Bids Orders and Operations Instructions.</p>	<p>The Director and the Performance Audit Group can generate revise and read Work Codes and linked Scottish Executive accounting system (SEAS) codes.</p> <p>The Operating Company can read Work Codes and linked SEAS codes.</p>
<p>4. Bids</p> <p>Each Bid shall be given a unique consecutive number by the contract control and management function of the Integrated Roads Information System.</p> <p>The contract control and management function of the Integrated Roads Information System will allocate automatically a unique Scheme Identifier to each Scheme within a Bid which shall identify the Unit The Scheme Identifier numbering convention shall be as follows:</p> <p>11/NE/0301/001</p> <p>11 – start year (in this case 2012)</p> <p>NE – Unit – NW, NE, SE, SW</p> <p>0301 – Work Code</p> <p>001 – Unique sequential number – three digits (XXX) range 001 to 999</p> <p>Each Scheme within a Bid shall contain the following fields for completion by the Operating Company:</p> <ul style="list-style-type: none"> (i) the Scheme manager reference from the Integrated Roads Information System where one exists, (ii) Scheme Identifier, (iii) Scheme Identifier from previous contract (for pre-existing Schemes handed over by the Director during the Mobilisation Period), (iv) Scheme Identifier under Work Code 9901 where this Scheme Identifier replaces a Scheme Identifier created under Work Code 9901, (v) Route number or All Routes, (vi) Work Code, 	<p>The Operating Company can generate, revise and read Bids.</p> <p>The Director and the Performance Audit Group can generate, revise and read Bids.</p> <p>The Director will generate a Bids for Core Operations annually.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>(vii) Structure reference number (if the Scheme relates to a Structure) from structures management function of the Integrated Roads Information System,</p> <p>(viii) locations – start and end of each link section and chainage,</p> <p>(ix) locations – the Ordinance Survey grid reference or latitude/longitude of the start and the end of the Scheme,</p> <p>(x) description of location,</p> <p>(xi) description of proposed Operations or Works,</p> <p>(xii) details of any restrictions,</p> <p>(xiii) use of Professional Services and time works schedule rates where more than 50% of Estimated Bid Value,</p> <p>(xiv) possible inclusion of Scheme in carbon emission monitoring based upon work code classification including recording of Principal Distance,</p> <p>(xv) proposed start and finish dates for each category of Operations or Works, and</p> <p>(xvi) Estimated Bid Value.</p> <p>The Operating Company shall populate the contract control and management function of the Integrated Roads Information System with detailed information justifying a Scheme within a module and reference using the Scheme Identifier.</p>	
<p>5. Estimated Bid Value</p> <p>A Bid for a Scheme shall separately identify all of the potential costs of the Scheme including:</p> <p>(i) investigation,</p> <p>(ii) land acquisition,</p> <p>(iii) preparation of road orders,</p> <p>(iv) Design,</p> <p>(v) Site Operations,</p> <p>(vi) supervision, and</p> <p>(vii) any other associated costs.</p> <p>It shall not include Value Added Tax or the costs of Contract Price Fluctuation.</p>	<p>The Operating Company can generate, revise and read estimate of costs within Bids.</p> <p>The Director and the Performance Audit Group can revise and read estimate of costs Bids.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>Each calculation of Estimated Bid Value within a Bid shall contain the following fields:</p> <ul style="list-style-type: none"> (i) estimated value of Operations in each Financial Year, (ii) estimated value of Works costs in each Financial Year, (iii) estimated value of Scheme in each Financial Year, and (iv) estimated cumulative value of Scheme for all Financial Years. <p>Estimated Bid Value shall be determined by the Operating Company as follows:</p> <ul style="list-style-type: none"> (i) for Operations, the relevant rates and prices held within the contract control and management function of the Integrated Roads Information System shall be used with estimated quantities <u>to develop</u> the Estimated Bid Value, and (ii) for Works, rates and prices from recent similar Works Contracts shall be used with estimated quantities <u>to develop</u> the Estimated Bid Value. <p>This total breakdown shall be included within each Estimated Bid Value.</p> <p>Annex 4.1/G (12) – Schedule of Rates and Prices - states that during the Mobilisation Period, the Director shall identify certain rates and prices to which shall be attached an H or L tag. These tags shall activate a flag called "High/Low Rate" when included as part of an Estimated Bid Value.</p>	
<p>6. Orders</p> <p>Each Operation shall be given an Order Number by the contract control and management function of the Integrated Roads Information System. This is a unique consecutive numbering system for the Unit. The Order numbering convention shall be in the format set by the contract control and management function of the Integrated Roads Information System and shall include:</p> <ul style="list-style-type: none"> (i) start year (in this case 2012), (ii) Unit – NW, NE, SE, SW, (iii) consecutive Order number. <p>The contract control and management function of the Integrated Roads Information System will be used by the Director to generate Scheme Identifiers and issue standalone Orders based on Bids submitted by the Operating Company.</p>	<p>The Director can generate and read Orders.</p> <p>The Operating Company and the Performance Audit Group can read Orders.</p> <p>The Director will generate Orders for Core Operations annually.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>It will also be used by the Director to generate free standing Orders not based on Bids.</p> <p>Each Scheme within an Order shall contain the following fields:</p> <ul style="list-style-type: none"> (i) Scheme Identifier, (ii) Scheme identifier from previous contract (for existing Schemes), (iii) the Scheme manager reference from the Integrated Roads Information System where one exists, (iv) Route number or All Routes, (v) Work Code, (vi) Structure reference number (if the Scheme relates to a Structure), (vii) locations – start and end of each link section and chainage, (viii) locations – the Ordinance Survey grid reference or latitude/longitude of the start and the end of the Scheme, (ix) description of location, (x) description of proposed Operations, (xi) details of any restrictions, (xii) required start and finish dates for each Category of Operations or Works, (xiii) Total Order Value of Scheme (can be a negative number), (xiv) Total Order Value of Scheme within the Financial Year, (xv) Cumulative Total Order Value of Scheme to Date, (xvi) Scheme Completion Date, and (xvii) Scheme Closure Date. <p>An issued Order shall not be capable of being altered. Any changes shall require the issue of a further Order by the Director.</p> <p>The Director may vary the work content, the extent or the value of a Scheme which is the subject of an Order by issuing a further Order.</p>	

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>7. Works Contract Instructions</p> <p>Each Works Contract Instruction shall be given a unique Works Contract Instruction Number by the contract control and management function of the Integrated Roads Information System. This is a unique consecutive numbering system for the Unit. The Works Contract Instruction numbering convention shall be as set by the contract control and management function of the Integrated Roads Information System and shall include:</p> <ul style="list-style-type: none"> (i) start year (in this case 2012), (ii) Unit – NW, NE, SE, SW, (iii) consecutive Works Contract Instruction number. <p>The contract control and management function of the Integrated Roads Information System will be used by the Director to generate Scheme Identifiers and issue standalone Works Contract instructions based on Bids submitted by the Operating Company.</p> <p>It will also be used by the Director to generate free standing Works Contract instructions not based on Bids.</p> <p>Each Scheme within an Works Contract instructions shall contain the following fields:</p> <ul style="list-style-type: none"> (i) Scheme Identifier, (ii) Scheme identifier from previous contract (for existing Schemes), (iii) the Scheme manager reference from the Integrated Roads Information System where one exists, (iv) Route number or all Routes, (v) Work Code, (vi) Structure reference number (if the Scheme relates to a Structure), (vii) locations – start and end of each link section and chainage, (viii) locations – the Ordinance Survey grid reference or latitude/longitude of the start and the end of the Scheme, (ix) description of location, (x) description of proposed Operations, (xi) details of any restrictions, 	<p>The Director can generate and read Works Contract Instructions.</p> <p>The Operating Company and the Performance Audit Group can read Works Contract Instructions.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>(xii) required start and finish dates for each Category of Operations or Works,</p> <p>(xiii) total Works Contract Instruction value for the Scheme (can be a negative number),</p> <p>(xiv) total Works Contract Instruction value for the Scheme within the Financial Year,</p> <p>(xv) cumulative total Works Contract Instruction value for the Scheme to Date,</p> <p>(xvi) Scheme Completion Date, and</p> <p>(xvii) Scheme Closure Date.</p> <p>An issued Works Contract instruction shall not be capable of being altered. Any changes shall require the issue of a further Works Contract Instruction by the Director.</p> <p>The Director may vary the work content, the extent or the value of a Scheme which is the subject of a Works Contract instruction by issuing a further Works Contract instruction.</p>	
<p>8. Confirmation of Oral Orders</p> <p>Each Confirmation of Oral Order shall contain the following fields:</p> <p>(i) unique Confirmation of Oral Order reference number,</p> <p>(ii) RNMMMD contact who issued Oral Order,</p> <p>(iii) date and time when Oral Order was issued,</p> <p>(iv) Bid identifier associated with the Confirmation of Oral Order,</p> <p>(v) Scheme Identifier(s) included in supporting Bid,</p> <p>(vi) comments, and</p> <p>(vii) Operating Company contact name.</p> <p>The contract control and management function of the Integrated Roads Information System will allocate automatically a unique Confirmation of Oral Order reference number to each Confirmation of Oral Order.</p>	<p>The Operating Company can generate and read Confirmation of Oral Orders.</p> <p>The Director and the Performance Audit Group can read Confirmation of Oral Orders.</p>
<p>9. Scheme Completion or Closure</p> <p>The contract control and management function of the Integrated Roads Information System will enable the Operating Company to date tag a Scheme within an Order with the "Scheme Completion Date" as referred to at paragraph 4.8.23 of this Part.</p>	<p>The Operating Company can generate and read Scheme Completion Dates and Scheme Closure Dates.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>The contract control and management function of the Integrated Roads Information System will enable the Operating Company to date tag a Scheme within an Order with the "Scheme Closure Date" as defined at paragraph 4.8.25 of this Part.</p> <p>Should a Scheme Closure Date not be input within 56 days of a Scheme Completion Date being input, the contract control and management function of the Integrated Roads Information System shall on such 56th day automatically enter that date as the Scheme Closure Date and shall bar the Operating Company from entering any further costs against the Scheme. There shall be a facility to allow the Director to lift this bar at his discretion.</p> <p>Where a Scheme relates to a monthly lump sum activity, if the Operating Company has not logged the Scheme Closure Date within 14 days of the end of the Financial Year, the contract control and management function of the Integrated Roads Information System will on such 14th day automatically enter that date as the Scheme Closure Date.</p> <p>The contract control and management function of the Integrated Roads Information System will allow the Director to record an objection to the final and conclusive amount claimed for any Scheme which has been tagged with a "Scheme Closure Date".</p> <p>The Director will subsequently amend the contract control and management function of the Integrated Roads Information System to show that he does not have an objection to the final and conclusive amount claimed by the Operating Company.</p>	<p>The Director and the Performance Audit Group can read Scheme Completion Dates and Scheme Closure Dates.</p>
<p>10. Further Detailed Enquiries</p> <p>The contract control and management function of the Integrated Roads Information System will automatically allocate to each Further Detailed Enquiry a unique Further Detailed Enquiry reference number.</p> <p>Each Further Detailed Enquiry shall contain the following fields for Operating Company completion:</p> <ul style="list-style-type: none"> (i) unique Further Detailed Enquiry reference number, (ii) subject heading, (iii) enquiry details, (iv) solutions or options being proposed, (v) requested date for response, 	<p>The Operating Company can generate and read Further Detailed Enquiries.</p> <p>The Director and the Performance Audit Group can read Further Detailed Enquiries.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>(vi) Scheme Identifier to which the Further Detailed Enquiry refers,</p> <p>(vii) original Order or Works Contract Instruction number on which the Scheme was originally issued,</p> <p>(vii) Operating Company contact name, and</p> <p>(viii) Further Detailed Direction reference number of response.</p> <p>The issue of a Further Detailed Direction with a Further Detailed Enquiry number lodged in it shall tag the Further Detailed Enquiry as completed.</p> <p>It shall be impossible to issue a Further Detailed Enquiry without a valid Scheme Identifier and valid Order or Works Contract Instruction.</p>	
<p>11. Further Detailed Directions</p> <p>The Director shall issue a Further Detailed Direction which shall contain the following fields:</p> <p>(i) unique Further Detailed Direction reference number,</p> <p>(ii) Further Detailed Enquiry or Confirmation of Oral Order reference number if Further Detailed Direction is in response to an Further Detailed Enquiry or Confirmation of Oral Order,</p> <p>(iii) direction details,</p> <p>(iv) date for completion,</p> <p>(v) Scheme Identifier to which the Further Detailed Direction refers,</p> <p>(vi) original Order or Works Contract Instruction number on which the Scheme was originally issued,</p> <p>(v) Director contact name,</p> <p>(vi) actual Completion Date to be completed by the Operating Company on completion of the directions in the Further Detailed Direction, and</p> <p>(vii) the Director objects. This field defaults to Y when an actual Completion Date is entered.</p> <p>The contract control and management function of the Integrated Roads Information System will store all Further Detailed Directions generated and tag with date/time of issue and receipt.</p>	<p>The Director can generate and read Further Detailed Directions.</p> <p>The Operating Company and the Performance Audit Group can read Further Detailed Directions.</p> <p>The Operating Company can enter only the Actual Completion Date.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>12. Schedule of Rates and Prices</p> <p>The contract control and management function of the Integrated Roads Information System will hold all rates and prices contained in Schedule 2 Part 2 together with any subsequently inserted fixed or determined rates and prices in a format which shall allow their use in the generation of other elements function such as Statements Bids and Operations Instructions.</p> <p>Each rate and price shall be capable of having a tag attached which shall indicate the rate or price as being either High (H) or Low (L).</p> <p>At award of this Contract the Director shall identify certain rates and prices to which shall be attached an H or L tag which shall activate a flag when shown within an estimate of costs within a Bid. This will allow the Scottish Ministers to consider value for money issues as set out at paragraphs 7.2.11 and 7.2.12 of Schedule 1.</p> <p>All rates and prices contained in Schedule 2 Part 2 shall be tagged as determined rates and prices. Where a determined rate and price shall be entered to replace a fixed rate the Contract Price Fluctuation shall be automatically recalculated.</p> <p>When a determined rate and price for an item shall be inserted into the Schedule of Rates and Prices to supersede a fixed rate and price then only the determined rate shall be available thereafter for insertion into Operations instructions and Statements. However the fixed rate shall continue to be held as a historical record.</p> <p>When a determined rate for an item is inserted into the contract control and management function of the Integrated Roads Information System to supersede a fixed rate and price, then the function will automatically generate an Operations Instruction showing the cumulative quantity to date for that item as a positive number against the determined rate and price and the cumulative quantity to date for that series/item as a negative number against the fixed rate and price.</p>	<p>The Operating Company shall enter the Contract rates and prices contained in Schedule 2 Part 2 together with the linkages to the Contract Price Fluctuation categories. These shall be validated by the Director. In all cases descriptions shall be full and not linked to descriptions on other rates for example "as above".</p> <p>Once validated, only the Director and the Performance Audit Group shall have access to revise add or delete rates and prices.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>13. Operations Instructions</p> <p>For Core Operations and Operations, the contract control and management function of the Integrated Roads Information System will generate Operations Instructions to each of which shall be allocated a unique identifier. No Operations Instruction shall be capable of being generated unless a Scheme Identifier Work Code and Order Number or 9901 Activation shall be identified and logged on the Operations Instruction.</p> <p>The contract control and management function of the Integrated Roads Information System will prevent Operations Instruction from being issued without an itemised rate or price as held within the function as referred to in paragraph 12 of this Annex being inserted.</p> <p>The Operating Company shall place an estimated quantity against each itemised rate. The contract control and management function of the Integrated Roads Information System will then multiply the quantity with the rate to produce sub-totals for each item which shall then be totalled to generate the estimated cost of the Operations Instruction. This shall be in a format such that on completion actual measured quantities can be entered and downloaded to the active Statement for that month.</p> <p>Each Operations Instruction within a Scheme shall contain the following fields for Operating Company completion:</p> <ul style="list-style-type: none"> (i) unique Operations Instruction identifier, (ii) Scheme Identifier, (iii) original Order Number, (iv) Work Code, (v) road management and maintenance function of the Integrated Roads Information System Defect identifier, (vi) Damage to Crown Property identifier if appropriate, (vii) the items within the Schedule of Rates and Prices specified at paragraph 12 of this Annex to be used for the Operations. Changes to Series or items shall only be made prior to commencement of Operations and normally as a consequence of design requirements, 	<p>The Operating Company can generate and read Operations Instructions.</p> <p>The Director and the Performance Audit Group can read Operations Instructions.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>(viii) the estimated quantities related to each item. Changes to estimated quantities shall only be made prior to commencement of Operations and normally as a consequence of design requirements,</p> <p>(ix) for those Work Codes detailed in paragraph 12 of this Annex, insertion of a Principal Distance sum for carbon monitoring purposes for the main material utilised within the Scheme,</p> <p>(x) the estimated value of the Operations generated from the two foregoing,</p> <p>(xi) Route number,</p> <p>(xii) location (link section and chainage plus a written description),</p> <p>(xiii) description of proposed Operations, and</p> <p>(xiv) proposed start and finish dates.</p> <p>Each Scheme within an Operations instruction shall also be capable of holding data additional data as yet unspecified by the Director.</p> <p>The contract control and management function of the Integrated Road Information System will provide facilities for recording Site data associated with each Operations Instruction and shall contain, as a minimum, the following fields:</p> <p>(i) reasons for changes made on Site (written description).</p> <p>Changes to estimated quantities made on site:</p> <p>(a) actual measured quantities related to each item,</p> <p>(b) date Site Operations commenced,</p> <p>(c) date Site Operations completed,</p> <p>(d) name of authorised Site sign off,</p> <p>(e) name of countersigning manage, and</p> <p>(f) principal distance of main material used within the Scheme.</p>	

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>The contract control and management function of the Integrated Roads Information System will be directly linked to the routine maintenance management function of the Integrated Roads Information System to allow Category 1 Defects to be imported to generate Operations Instructions. The contract control and management function of the Integrated Roads Information System will be set up in such a manner as to also allow Category 2 Defects identified from inspections to be grouped and imported, as well as allowing the export back of data to the routine maintenance management function of the Integrated Roads Information System. The contract control and management function of the Integrated Roads Information System will indicate completion of both Category 1 and 2 Defects to the routine maintenance management function of the Integrated Roads Information System. The information which shall be transferred from the routine maintenance and management function of the Integrated Roads Information System will contain the following fields:</p> <ul style="list-style-type: none"> (i) routine maintenance and management function of the Integrated Roads Information System Defect Identifier (which shall include the Defect category), (ii) Route number, (iii) location – link section chainage plus a written description, (iv) locations – the Ordinance Survey grid reference or latitude and longitude of the start and the end of the Scheme, (v) description of proposed Operations, and (vi) proposed start and finish dates. <p>The information that will be transferred back to the routine maintenance and management function of the Integrated Roads Information System will include:</p> <ul style="list-style-type: none"> (i) routine maintenance and management function of the Integrated Roads Information System Identifier, (ii) Scheme Identifier, (iii) Operations Instruction reference, (iv) Operations Instruction start date, and (v) Operations Instruction closure date. 	

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>The contract control and management function of the Integrated Roads Information System will prevent any further Operations Instructions from being generated if this shall exceed the value of the Order. The only exception shall be Operations Instructions related to Emergencies.</p> <p>Operations Instructions which contain a Damage to Crown Property identifier which shall be tagged as estimated to cost less than £10,000 shall not send the costs to the Statement. These costs shall only be sent to data fields (a) (b) (c) (d) (e) (f) and (g) (see paragraph 18 of this Annex).</p> <p>An Operations Instruction shall not be able to contain more than one Damage to Crown Property identifier.</p> <p>The contract control and management function of the Integrated Roads Information System can generate Consolidated Operations Instructions containing more than one Operations Instruction. Each Consolidated Operations Instruction will be issued with a unique consecutive identifier number.</p>	
<p>14. Statement</p> <p>Each Statement shall be given a unique consecutive number by the contract control and management function of the Integrated Roads Information System.</p> <p>The Operating Company shall provide the following two reports to be lodged in the contract control and management function of the Integrated Roads Information System which shall form part of the Statement each month:</p> <ul style="list-style-type: none"> (i) a simplified Statement report as specified in Annex 4.1/D of this Part, (ii) a Scottish Executive accounting system Statement report allocating all costs within the Statement to Scottish Executive accounting system codes. <p>The Operating Company shall retain all supporting documentation related to Operations on which Statements have been prepared. Such documentation shall be referenced to the Scheme Identifier.</p> <p>As soon as actual measurement data is inserted into an Operations Instructions then this shall be transferred to a live running Statement for that month.</p> <p>The Contract Price Fluctuation item categories for each individual Statement shall be capable of being amended to allow for changing from provisional index figures to Final Index Figures. On occasion the Final Index Figures can also be updated. The cumulative calculation for the value of the Contract Price Fluctuation shall be based upon the</p>	<p>Operating Company can generate and read all Statements.</p> <p>Director and the Performance Audit Group can read all Statements.</p> <p>The Operating Company shall enter new indices for the Contract Price Fluctuation factors on a monthly basis.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>summation of each individual Statement submitted. Each individual Statement shall be tagged as either provisional or final based on the Contract Price Fluctuation which has been applied.</p>	
<p>15. Payment Notified Record</p> <p>Each Payment Notified Record shall be given a unique consecutive number by the contract control and management function of the Integrated Roads Information System.</p> <p>Where Statements are submitted to the Director, the Director will use the contract control and management function of the Integrated Roads Information System to create a Payment Notified Record for that month as follows:</p> <ul style="list-style-type: none"> (i) transfer elements from part A to part B of the Statement where such elements shall be identified by the Director in Statements as disputed elements, (ii) manipulate the quantities (including setting negative quantities) in Statements to show the changes which the Director wishes to make, (iii) automatic recalculation of all values following (i) and (ii) above including Contract Price Fluctuation value and Scottish Executive accounting system report, (iv) create an interim payment notified record to facilitate a check on adjustments prior to the Payment Notified Record being finalised and submitted by the Director, (v) hold the Payment Notified Records showing the total for the year to date and the totals for completed years, and (vi) store all Payment Notified Records generated and tag each with date and time of issue and receipt. 	<p>The Director and the Performance Audit Group can generate and read Payment Notified Records.</p> <p>The Operating Company can read all Payment Notified Records.</p>
<p>16. Payment Received Record</p> <p>The contract control and management function of the Integrated Roads Information System will record the date and value of the payment received from the Director for the month. This shall be known as the Payment Received Record.</p> <p>Each Payment Received Record shall be given a unique consecutive number by the contract control and management function of the Integrated Roads Information System.</p>	<p>The Operating Company can generate and read Payment Received Records.</p> <p>The Director and the Performance Audit Group can read all payment received records.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>17. Works Contracts</p> <p>Each Scheme for which there is a Works Contract Instruction issued shall contain the following fields for Operating Company completion:</p> <ul style="list-style-type: none"> (i) Scheme Identifier, (ii) Work Code, (iii) appropriate series/item number related to Work Code as described in Annex 4.1/F of this Part, (iv) unique Works Contract Instruction number, (v) total Works Contract Instruction value for the Scheme within the Financial Year, (vi) cumulative total Works Contract Instruction value for the Scheme to date, (vii) tender value, (viii) date of Director award letter to Works Contractor, (ix) name of Works Contractor, (x) monthly payment certified, (xi) payment application, (xii) period covered, (xiii) total payments certified to date, (xiv) retention value, (xv) CC payment certification and monitoring forms as described in Schedule 6 Part 1, Annex 6.1/B, (xvi) actual Site Works start date (or estimated prior to Site Works commencing), (xvii) actual Site Works end date (or estimated prior to Site Works finishing), and (xviii) on completion the quantity related to the appropriate item number as above. <p>The contract control and management function of the Integrated Roads Information System will tag each monthly payment certified with date and time of issue and receipt.</p>	<p>The Operating Company can generate and read Works Contract Records.</p> <p>The Director and the Performance Audit Group can read all Works Contract records.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>18. Damage to Crown Property Cost Recovery</p> <p>The contract control and management function of the Integrated Roads Information System will contain the following fields for each incident which causes Damage to Crown Property for Operating Company completion:</p> <ul style="list-style-type: none"> (i) unique Damage to Crown Property identifier automatically generated which can tag as either less than or equal to £10,000 or more than £10,000 estimated cost. Ability to re-tag if required, (ii) Route number, (iii) date and time of incident, (iv) source of this information, (v) date that the Operating Company first became aware of the Damage to Crown Property, (vi) date damage logged, (vii) location of damage Site – link, section and chainage and Ordnance Survey grid reference, (viii) location of damage Site – written description, (ix) description of property, (x) type and extent of damage, (xi) cause of damage, (xii) name of culprit(s), (xiii) are proceedings being taken by police? (xiv) date emergency work was carried out (if any), (xv) who carried out emergency work (if any)? (xvi) road condition e.g. good, rutted, (xvii) weather conditions, (xviii) was road wet, dry or icy? (xix) was Winter Service Plant called out? (xx) details of de-icing Operations, (xxi) was precautionary treatment carried out at the locus prior to the incident? (xxii) estimated final cost (measured in accordance with paragraph 3.1.3 of Schedule 4 Part 4), (xxiii) estimated date for final repair, (xxiv) names and addresses of witnesses (if any), 	<p>The Operating Company can generate and read Trunk Road Damages Claims.</p> <p>The Director and the Performance Audit Group can read all Trunk Road damages claims.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>(xxv) all other relevant information,</p> <p>(xxvi) brief account of incident causing damage,</p> <p>(xxvii) date of repair replacement and clearance,</p> <p>(xxviii) details of repair,</p> <p>(xxix) status with regard to recovery,</p> <p>(xxx) date the Director notified where cost of repair replace and clearing exceeds £10,000,</p> <p>(xxxi) cost of repair replacement and clearance together with tag for estimated or final cost (see damage to crown property 'Notification of the Final Cost of Repair of an Incidence of Damage to Crown Property' shown in Annex 4.4/H of Schedule 4 Part 4),</p> <p>(xxxii) amount recovered from culprit,</p> <p>(xxxiii) final Statement number (if appropriate) (which shall be the Statement submitted by the Operating Company in accordance with Clause 10.3.1 of Schedule 1 to this Contract that contains the final claim for payment in respect of the incident to which the Unique damage identifier applies), and</p> <p>(xxxiv) outstanding balance (difference between costs to be recovered and amount recovered).</p> <p>The costs to be recovered at (xxxi) shall be held within the following fields:</p> <p>(i) cost of repair replacement and clearance (section A of 'Notification of the Final Cost of Repair of an Incidence of Damage to Crown Property' shown in Annex 4.4/H of Schedule 4 Part 4),</p> <p>(ii) all other costs (section B of 'Notification of the Final Cost of Repair of an Incidence of Damage to Crown Property' shown in Annex 4.4/H of Schedule 4 Part 4).</p> <p>The costs at (i) and (ii) above, shall be obtained from the following fields:</p> <p>(a) cost sub series,</p> <p>(b) description,</p> <p>(c) quantity,</p> <p>(d) Unit,</p> <p>(e) rate,</p> <p>(f) amount of costs, and</p> <p>(g) subtotal.</p>	

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>When the cost field at (xxxi) above shall be tagged as final the system shall automatically generate a 'Notification of the Final Cost of Repair of an Incidence of Damage to Crown Property as described in Annex 4.4/H of Schedule 4 Part 4. These shall be issued to the Director in accordance with the requirements of paragraph 3.3.2 of Schedule 4 Part 4.</p>	
<p>19. Responsible Persons</p> <p>The contract control and management function of the Integrated Roads Information System will hold a list of responsible persons nominated by the Operating Company and the Director and the Performance Audit Group who shall have authority to undertake transactions and to whom messages shall be passed when specific transactions shall be undertaken. As a minimum this list will disclose:</p> <p>Name;</p> <p>Organisation;</p> <p>E- Mail Address;</p> <p>Grade;</p> <p>Telephone Contact details;</p> <p>Alternative point of contact – name;</p> <p>Alternative point of contact – telephone contact details.</p>	<p>The Operating Company can enter and revise its own staff designated as responsible persons.</p> <p>The Director can enter and revise his own staff or the Performance Audit Group's staff designated as responsible persons.</p>
<p>20. Time Work Schedule Supporting Documents</p> <p>Time Work Schedule supporting documents shall be logged onto the contract control and management function of the Integrated Roads Information System by the Operating Company under individual Operations Instructions and shall contain the following fields and sub-fields:</p> <ul style="list-style-type: none"> (i) Operations Instruction identifier, (ii) Scheme Identifier: <ul style="list-style-type: none"> (a) labour, (iii) each item number, (iv) quantity for each item, (v) rate for each item, (vi) cost for each item, (vii) total cost for all items listed: <ul style="list-style-type: none"> (a) plant listed, (viii) each item number, (ix) quantity for each item, 	

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<ul style="list-style-type: none"> (x) rate for each item, (xi) cost for each item, (xii) total cost for all each items listed: <ul style="list-style-type: none"> (a) plant from Schedule of Daywork plant rates, (xiii) quantity for plant type, (xiv) plant type cost from Schedule of Daywork plant rates, (xv) percentage adjustment rate for series/item, (xvi) cost for plant type, (xvii) total cost for all plant types: <ul style="list-style-type: none"> (a) supplementary charges, (xviii) statement/invoice cost of each item, (xix) percentage adjustment rates and prices for each item, (xx) cost for Statement/invoice, (xxi) total cost for all Statements/invoices: <ul style="list-style-type: none"> (a) materials, (xxii) quantity for each material, (xxiii) rate for each material, (xxiv) cost for each material, (xxv) total cost for each material listed. 	
<p>21. 9901 Activation</p> <p>Each 9901 Activation will be given a 9901 Activation number by the contract control and management function of the Integrated Roads Information System. This is a unique consecutive numbering system for the Unit. The Order numbering convention shall be as set in the Integrated Roads Information System and shall include:</p> <ul style="list-style-type: none"> (i) start year (in this case 2007), (ii) Unit – NW, NE, SE, SW, (iii) consecutive Order number. 	<p>The Operating Company can generate and read 9901 Activations.</p> <p>The Director and the Performance Audit Group can read 9901 Activations.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>Generate Scheme Identifiers and issue standalone 9901 Activations based on Bids submitted by the Operating Company.</p> <p>Each Scheme within a 9901 Activation shall contain the following fields:</p> <ul style="list-style-type: none"> (i) Scheme Identifier, (ii) Scheme identifier from previous contract (for existing Schemes), (iii) the Scheme manager reference from the Integrated Roads Information System where one exists, (iv) Route number or All Routes, (v) Work Code, (vi) Structure reference number (if the Scheme relates to a Structure), (vii) locations – start and end of each link section and chainage, (viii) locations – the Ordinance Survey grid reference or latitude and longitude of the start and the end of the Scheme, (ix) description of location, (x) description of Operations and reasons for claim for payment, (xi) details of any restrictions, (xii) required start and finish dates for each Category of Operations or Works, (xiii) 9901 Activation Total Order Value of Scheme Identifier (can be a negative number but not zero value), (xiv) 9901 Activation Total Order Value of Scheme within Financial Year, (xv) cumulative Total Order Value of Scheme to Date, (xvi) Scheme completion date, and (xvii) Scheme closure date. <p>An issued 9901 Activation shall not be capable of being altered. Any changes shall require the issue of a further 9901 Activation by the Director.</p>	
<p>The functionality of a 9901 Activation mirrors the functionality of an Order but shall not be deemed to an Order.</p>	

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<p>22. Professional Services Register</p> <p>In accordance with the requirements of 2.2.4 of this Part and Schedule 9 Part 1 of the Contract, the Operating Company shall maintain a Professional Services Register of staff within the contract control and management function of the Integrated Roads Information System containing the following information:</p> <ul style="list-style-type: none"> (i) 6200 Item No, (ii) full Name, (iii) role within Operating Company function, (iv) location, (v) 6200 description, (vi) date approved by Transport Scotland, (vii) approval category-full or provisional, (viii) basis of approval – contract compliant or equivalence, and (ix) date of removal from register. 	<p>The Operating Company can enter and revise its employee details within the Register.</p> <p>The Operating Company shall flag new additions or application for new gradings to the Director for approval.</p> <p>The Director will be able to approve the application either in full or provisionally.</p>
<p>23. Carbon reporting</p> <p>The contract control and management function of the Integrated Roads Information System will produce a carbon report based upon the actual quantities of materials utilised in Operations as part of a Scheme. The report will contain the following figures:</p> <ul style="list-style-type: none"> • total material carbon, • total transport carbon, • total carbon (sum of the two figures above). <p>The Director will use the contract control and management function of the Integrated Roads Information System to:</p> <ul style="list-style-type: none"> • store a mass conversion factor against each relevant Schedule of Rate item to allow conversion of appropriate item quantities in Operations Instructions to a mass measured in tonnes, • store emissions factor histories for groups of like items in the Schedule of Rates to be used to derive a carbon figure for rate items in each Operations Instruction (aggregated up for each Scheme), 	<p>Only the Director will enter mass conversion factor as required onto the contract control and management function of the Integrated Roads Information System for each Schedule of Rate item.</p> <p>Only the Director will supply guidance on "grouping" of Schedule of Rate Items for emissions factor Rates.</p> <p>The Operating Company shall record Principal Distance for each relevant Scheme.</p> <p>Only the Director will supply the emissions factor rate history values and any amendments during the course of this Contract shall be under his direct control.</p>

FUNCTIONS AND FUNCTIONALITY	ROLES OF PARTIES
<ul style="list-style-type: none"> store emissions factor histories used to calculate the transport carbon using the current fuel carbon factor and the principal distance figures for all appropriate Schemes, provide carbon report selection criteria and output specification. <p>Procedures will be supplied to the Operating Company by the Director for recording principal distances within the Scheme.</p> <p>Appendix 1 to this Annex details the term descriptions, Operating Company and Director roles and contract control management function outputs required for Carbon reporting.</p>	<p>The Operating Company shall generate reports as required for the Director.</p>
<p>Requirement for Carbon Report content</p> <p>The output requirements for Carbon reporting are provided at Annex 4.1/H (xiii) of this Part.</p>	

Annex 4.1/G Appendix 1

Calculations Required for Carbon Reporting through the Contract Control and Management Function of the Integrated Roads Information System (ref. Annex 4.1/G (23))

Item	Description	User Input	Contract Control and Management Functionality Calculation Required	Contract Control and Management Functionality Calculation Output
Principal Distance (PD)	The distance, in kilometres, to the works site from the primary material source (quarry supplier), as identified in the relevant Maintenance Scheme Detail (MSD) data sheet.	At scheme closure, record the Principal Distance (in km) in the appropriate field.	PD = user entered value	n/a
Mass Conversion Factor (MCF)	Factor provided by The Director to convert the contract control and management function of the Integrated Roads Information System Schedule of Rates item quantity unit (eg. m ² , m, m ³ , litres, etc.) to a mass, in tonnes, for carbon emission calculations. This will be derived for a range of items where published carbon factors are available, and will be updated periodically in line with updates to published figures.	None. The contract control and management function of the Integrated Roads Information System will apply the MCF to each Schedule of Rates item recorded under the scheme.	Schedule of Rate item (unit) * quantity * MCF	Item tonnage T1, T2, T3, etc.
Emissions Factor (EF) rate	Each Schedule of Rate material item type with an available published embodied carbon factor will be assigned an Emissions Factor, provided by the Director. This will be multiplied by the item tonnage to provide an embodied carbon value for each item recorded under the scheme.	None. Following application of the MCF, the contract control and management function of the Integrated Roads Information System will apply the EF to each Schedule of Rates item tonnage.	Item tonnage T1, T2, T3, etc. * EF for each item	Item embodied carbon tonnage C1, C2, C3, etc. (Measured in tCO ₂ e)

Item	Description	User Input	Contract Control and Management Functionality Calculation Required	Contract Control and Management Functionality Calculation Output
Total Embodied Carbon in materials	The contract control and management function of the Integrated Roads Information System will calculate the total embodied carbon across all materials, with published EF, recorded under the scheme.	None. The contract control and management function of the Integrated Roads Information System will sum the item embodied carbon values.	Sum of item embodied carbon tonnages $C1 + C2 + C3$, etc.	Total embodied carbon in scheme materials $C(\text{SUM})$ (Measured in tCO ₂ e)
Material Tonnes	To calculate transportation emissions, the contract control and management function of the Integrated Roads Information System requires a total material tonnage for each scheme. This will be calculated by multiplying each relevant Schedule of Rates item by the Mass Conversion Factor for each item, and then summing the total mass across all items within the scheme.	None. The contract control and management function of the Integrated Roads Information System will sum the total mass across all items recorded under the scheme.	Sum of item tonnages $T1 + T2 + T3$	Total material tonnage $T(\text{SUM})$
Tonne-Kilometres	To calculate transportation emissions, the contract control and management function of the Integrated Roads Information System needs to multiply the total material tonnage by the Principal Distance.	PD in kilometres at scheme closure only.	$T(\text{SUM}) * PD$	Total tonne-kilometres t-km
Fuel Carbon Factor (FCF)	To calculate transportation emissions, the contract control and management function of the Integrated Roads Information System needs a carbon emissions factor for fuel consumption per tonne-kilometre. This factor will be supplied by Transport Scotland and will be based on published Defra figures for a 17 tonne rigid HGV.	None. The contract control and management function of the Integrated Roads Information System will apply the fuel carbon factor to calculate transportation emissions.	FCF = figure provided by Transport Scotland and applied across all schemes	n/a

Item	Description	User Input	Contract Control and Management Functionality Calculation Required	Contract Control and Management Functionality Calculation Output
Transport Carbon Emissions (TrC)	To calculate transportation emissions, the contract control and management function of the Integrated Roads Information System needs to multiply the FCF by the total number of tonne-kilometres.	None. The contract control and management function of the Integrated Roads Information System will multiply the tonne-kilometres by the FCF.	t-km * FCF	Total transport carbon emissions TrC (measured in tCO ₂ e)
Total scheme carbon (SC)	To calculate the total carbon associated with a scheme, the contract control and management function of the Integrated Roads Information System needs to add the total embodied carbon in materials to the total transportation carbon emissions.	None. The contract control and management function of the Integrated Roads Information System will add C(SUM) to TrC for each scheme.	C(SUM) + TrC	Total scheme carbon SC (Measured in tCO ₂ e)

This is Annex 4.1/H to Schedule 4 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Scotland TranServ being a Joint Venture comprising of Balfour Beatty Civil Engineering Limited and Mouchel Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/H – Standard Reports from the Contract Control and Management Function of the Integrated Roads Information System

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/H – Standard Reports from the Contract Control and Management Function of the Integrated Roads Information System

Standard Reports

The contract control and management function of the Integrated Roads Information System shall produce reports with 'fixed' fields as referred to in this Annex. These reports shall be menu driven to respond to requests for specific periods and in all cases show the periods covered. The contract control and management function of the Integrated Roads Information System will also produce ad-hoc reports using fields specified in (xiii and xiv) in the table below and which shall be sorted in an order and for whatever period requested by the user. It shall also save the format of frequently requested ad-hoc reports if required.

	Description	'Fixed' Fields
(i)	Order versus spend by Scheme year	(a) Scheme Identifier
		(b) Amounts Ordered (£)
		(c) Spend (Part A) (£) and
		(d) Difference between (b) (£), and (c) (£)
		(e) Part B (£)
(ii)	Analysis of costs by item series	(a) All item series
		(b) Applied value for month (£)
		(c) Applied value for Financial Year to date (£)
		(d) Applied value for month as a percentage of total applied value for month (£) and
		(e) Applied value for Financial Year as a percentage of total applied value for year to date (£)
(iii)	Statement by Operations Instructions for current month	(a) All fields as per Annex 4.1/D/4 of this Part but only showing current month's transactions and the corresponding totals for the Schemes involved
(iv)	Scheme Completion or Closure	(a) Scheme Identifier
		(b) Scheme description
		(c) Associated Further Detailed Directions reference number
		(d) Further Detailed Direction status

	Description	'Fixed' Fields
		(e) Scheme Completion Date (showing date entered into contract control and management function of the Integrated Roads Information System)
		(f) Scheme Closure Date
		(g) Amounts omitted from payment (£)
		(h) Date for acceptance by Director and
		(i) Objected to by Director (Y/N)
(v)	Payment Notified Record checking facility (Manual Input by Performance Audit Group required)	(a) Operations Instruction
		(b) Order number
		(c) Scheme Identifier
		(d) Series/item number
		(e) Unit of measurement
		(f) Applied quantity for month
		(g) Certified quantity for month after Payment Notified Record
		(h) Applied value (£) for month
		(i) Certified value (£) for month after Payment Notification Record and
		(j) Amount to omit/release (including net total) (£) (h)–(i)
(vi)	Works Contractors Register Tender or outturn costs (Manual input by Operating Company required)	(a) Scheme Identifier
		(b) Scheme description
		(c) Route
		(d) Work Code
		(e) Series/item number
		(f) Name and address of Works Contractor
		(g) Tender value (£) and award date
		(h) Dates of payment application
		(i) Period covered by statement/invoice
		(j) Actual and proposed site Works start date
		(k) Actual and proposed Works period length (days)
		(l) Extensions of time granted by the Engineer
		(m) Actual and proposed site Works end date

	Description	'Fixed' Fields
		(n) Amount (£) and date of interim payments certified
		(o) Total payments (£) certified to date
		(p) Payment (£) outstanding including retention value
		(q) Retention value (£)
		(r) Bonus/charge (£) for occupancy
		(s) Total estimated and actual cost including bonus/charge (£)
		(t) Difference between total estimated and actual cost including bonus/charge (r) and tendered value (g) (£)
		(u) Explanation for any differences +/- 10%
		(v) On completion the quantity related to (e) above
		The register should also contain the following information:
		(i) every 26 weeks and in any event within 14 days of the issue of the Certificate of Completion and the Maintenance Certificate on a scale of 1 to 10 in the opinion of the Engineer the overall performance of the Works Contractor
		(ii) a written appraisal by the Engineer on the performance of the Works Contractor in three parts
		(a) quality of the Works
		(b) quality of the Works Contractor's resources and
		(c) approach and attitude of the Works Contractor including approach to measurement and claims
		(iii) separate details of all Scheme files including but not limited to
		(a) health and safety files
		(b) Certification
		(c) Design
		(d) Supervision
		(e) measurement and payment records and

	Description	'Fixed' Fields
		(f) As-built drawings/records
(vii)	Order Register showing related Further Detailed Enquiry and Further Detailed Direction and Confirmation of Oral Order	(a) Order number (b) Date Order created (c) Scheme Identifier (d) Description of Operations (e) Reference number of any associated Further Detailed Direction/Further Detailed Enquiry /Confirmation of Oral Order and (f) Description of any associated Further Detailed Direction/Further Detailed Enquiry/ Confirmation of Oral Order
(viii)	Further Detailed Enquiries and Further Detailed Directions	Further Detailed Enquiry (a) Reference number Enquiry details Date issued Requested date for response Status (resolved /unresolved) Operating Company contact name Reference number of Further Detailed Direction response (b) Further Detailed Direction Reference number Further Detailed Enquiry Confirmation of Oral Order reference number Details of direction Target date for completion Actual completion date Director contact name Status (open/completed)
(ix)	Bids highlighting those not the subject of an Order	(a) Bid number (b) Description (c) Date of bid (d) Bid value (£) (e) Associated Order number (f) Date of Order

	Description	'Fixed' Fields
		(g) Order value (£)
		(h) Bid numbers not ordered
(x)	Schemes the subject of an Order but not commenced	(a) Scheme Identifier
		(b) Scheme description
		(c) Route
		(d) Order number
		(e) Orders not commenced
(xi)	Rates and Prices for new items (Manual input by Operating Company and Director required)	(a) Description of new rate
		(b) Description of items within new rate and price
		(c) Date of submission of application for rate and price for new item
		(d) Status (submitted/determined/agreed)
		(e) Details of progress
		(f) Item number allocated by Performance Audit Group
		(g) Date determined/agreed by the Director
		(h) Date determined/agreed entered into the contract control and management function of the Integrated Roads Information System
		(i) Amount of determined/agreed rates and prices (£)
		(j) Action (Director/Operating Contract/Performance Audit Group)
(xii)	Contract Price Fluctuation indices by month showing provisional and final	(a) Statement number
		(b) Month applicable to indices used
		(c) Index for category A – provisional
		(d) Index for category B – provisional
		(e) Index for category C – provisional
		(f) Index for category A – final
		(g) Index for category B – final
		(h) Index for category C – final
(xiii)	Carbon Emission reporting for materials usage and materials transport	Appendix 1 to Annex 4.1/G details the contract control management function outputs required for Carbon reporting.

	Description	'Fixed' Fields
(xiv)	Fields for ad-hoc reports	(a) Period covered
		(b) Operations Instruction number
		(c) Order number
		(d) Budget year
		(e) Route
		(f) Scheme Identifier
		(g) Scheme description
		(h) Work Code
		(i) Series number e.g. 0400 (where full item number shall be 040003231)
		(j) Series/sub-series e.g. 040003 (where full item number shall be 040003231)
		(k) Series/sub-series/item number (where full item number shall be 040003231)
		(l) Item description
		(m) M/D/S
		(n) Chainage and linkage
		(o) Unit of Measurement
		(p) Current month quantity
		(q) Rate and Price (£)
		(r) Contract Price Fluctuation for Current month by category (£)

This is Annex 4.1/I to Schedule 4 Part 1 referred to in the foregoing Agreement between Scottish Ministers and Scotland TranServ being a Joint Venture comprising of Balfour Beatty Civil Engineering Limited and Mouchel Limited.

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/I – Disability Discrimination Act Requirements

SCOTTISH MINISTERS' REQUIREMENTS

SCHEDULE 4 PART 1

FINANCIAL AND CONTRACT MANAGEMENT

ANNEX 4.1/I – Disability Discrimination Act Requirements

DDA1 Scheme Pro forma

Network Unit:														
Operating Company:										Refer to Section 3.1 of the Guidance Note for guidance in completing this proforma				
Scheme ID number:														
Scheme name:														
Works location and approximate length:						[Note road name, start/end location reference (link, section, chainage), approximate length]								
Scheme description:														
Scheme cost:						£0								

LIST OF PROPOSED ACCESSIBILITY WORKS, INCLUDING WHERE APPLICABLE REFERENCE TO EXISTING BARRIERS TO ACCESSIBILITY ADJACENT TO OR WITHIN THE EXTENT OF THE SCHEME:

ROAD NAME	ITEM UID	ITEM TYPE	E	N	SECTION NO.	SECTION NAME	BARRIER UID	BARRIER TO ACCESSIBILITY	REASON BARRIER CAN NOT BE ADDRESSED IN 1 or 3 YEAR PROGRAMMES	IS BARRIER LISTED IN THE DDA DATABASE? (Y/N)	IS BARRIER WITHIN EXTENT OF THE SCHEME? (Y/N)	IS BARRIER BEING ADDRESSED IN SCHEME? (Y/N)	* COST TO ADDRESS BARRIER
													£0
													£0
													£0
													£0
													£0
													£0
													£0
													£0
													£0
													£0

* Note cost as zero if cost neutral (eg removal of the barrier does not increase the cost of works, or the item had to be replaced for other reason)

Additional cost to scheme for those barriers proposed to be addressed:													£0
SCHEME COST, INCLUDING ADDITIONAL COST FOR THOSE BARRIERS PROPOSED TO BE ADDRESSED:													£0

We confirm that in considering works on the part of the trunk road network as referenced above we, the Operating Company, have reviewed all available data sources and have taken cognisance of known DDA barriers to accessibility as listed on this record.

Design Manager		Signature:		Date:								
Transport Scotland Representative		Signature:		Date:								

DDA2 Scheme Pro forma

Network Unit:												
Operating Company:										Refer to Section 3.2 of the Guidance Note for guidance in completing this proforma		
Scheme ID number:												
Scheme name:												
Works location and approximate length:						[Note road name, start/end location reference (link, section, chainage), approximate length]						
Scheme description:												
Scheme cost:						£0						
LIST OF PROPOSED ACCESSIBILITY WORKS, INCLUDING WHERE APPLICABLE REFERENCE TO EXISTING BARRIERS TO ACCESSIBILITY WITHIN THE EXTENT OF THE SCHEME:												
ROAD NAME	ITEM UID	ITEM TYPE	E	N	SECTION NO.	SECTION NAME	BARRIER UID	BARRIER TO ACCESSIBILITY	REASON BARRIER IS NOT BEING ADDRESSED IN SCHEME	IS BARRIER LISTED IN THE DDA DATABASE? (Y/N)	IS BARRIER BEING ADDRESSED IN SCHEME? (Y/N)	COST TO ADDRESS BARRIER
												£0
												£0
												£0
												£0
												£0
												£0
												£0
												£0
												£0
												£0
												£0
												£0
												£0
We confirm that in considering works on the part of the trunk road network as referenced above we, the Operating Company, have reviewed all available data sources and have taken cognisance of known DDA barriers to accessibility as listed on this record.												
Design Manager			Signature:				Date:					
Transport Scotland Representative			Signature:				Date:					