

SCOTLAND Communiqué

June 2005



A TIME FOR CHANGE

You will now be aware of the changes that are taking place in our organisational structure from Geoff French's Announcement to all staff and Jim McCafferty's e-mail which concentrated on Scotland Division.

During the early part of the year Directors who attended the Senior Leadership Programme had developed an 'Agenda for Change' to identify areas where we could make an impact on the future issues of our business. The areas which will be taken forward for development are:

- Communications
- Developing our People
- Developing ourselves
- Developing our client relationships

In our Division, senior staff have also been developing our forward strategy and this effort led to the creation of a 'Vision from Scotland'. Our vision details our aspirations for the future of our organisation and how we will grow in our existing disciplines, by adding new disciplines and geographically. The Vision has now been expressed in The Business Plan for 2005/2006 which was accepted by the Main Board to be implemented from 1 May 2005.

That said, there are no plans for radical change affecting all our activities; any changes will be introduced gradually. One of the key elements of our future success will remain focussed on two areas:

- Doing existing projects well
- Winning more projects

In these two tasks you are our biggest asset!

There is one change that will affect certain MOUs in the short term. MOU2 and MOU3, both essentially Roads in Glasgow have now been combined as MOU2 to be led by Alan Frew. The former MOU2 has been disaggregated and two new MOUs have been formed:

- MOU 9 Geotechnics – led by Roger Doubal
- MOU10 Transportation - led by Russell Bissland

These changes took effect from the 1 May 2005.

As we move forward into the new financial year with a clear intent to create a growing and vibrant business I look forward to working with you to achieve our vision.

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FINANCE at the end of Financial Year 2004/2005

- **Fees Billed and Turnover** were behind our targets.
- Profit was on target in percentage terms – reflecting a good performance. However, due to lower billings the £'s were lower than target.
- **Debt** (unpaid invoices sent to our Clients) decreased dramatically in the month of April with many clients endeavouring to tidy up for the end of their own financial year. Debt, however, should be a priority for us all and everyone must do their bit to ensure that we get payment for our invoices at the earliest opportunity.
- **Staff Utilisation** (or productivity) remained ahead of target.
- An improved performance this month finishes the year in a better light and gives encouragement for the future.

HUMAN RESOURCES

Staff numbers at the end of May increased to **208**.

New members of staff starting in March/April/May 2005 were:-

David Welsh	Trainee Technician	MOU2	Glasgow
John Bain	Trainee Technician	MOU2	Glasgow
Gordon Millar	IT Support Technician	MOU5	Glasgow
Ewan Patterson	Trainee Technician	MOU4	Edinburgh
Mike Gallagher	Senior Technician	MOU4	Edinburgh
Deirdre McCann	Assistant Project Manager	MOU4	Edinburgh
Alex Rey	Engineer	MOU4	Edinburgh
Ewen Morrison	Principal Engineer	MOU4	Edinburgh
Laurent Beltran	Structural Engineer	MOU4	Edinburgh
Yvette Hynd	Trainee Technician	MOU6	Edinburgh
Cleo Horsburgh	Landscape Architect	MOU6	Edinburgh
David Carter	Trainee Technician	MOU7	Newcastle
Sandra Bernal	Assistant Engineer	MOU7	Newcastle
Ali Bastekin	Prin. Geotechnical Engineer	MOU9	Glasgow

Graduate Recruitment

6 Graduates have been appointed and offers have been sent to a further 2.

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Pathways Plus

You should now all have completed your Pathways and had your one to one meeting with your Team Leader. If this is not the case then I am sure HR will soon let you know!

MARKETING AND BUSINESS DEVELOPMENT.

Project extensions (total fees won and individual projects >£100,000)

		£k
None within criteria.		
May 2005	Total Extensions	£52.5

New jobs

Title	Client	£k
Braes of Doune Windfarm, Geotech Advice	Airtricity	15
Stevenson Bus Lanes	North Ayrshire Council	30
A738 Pennyburn Bus Lanes	NAC	60
Granton Waterfront Roads	Waterfront Edinburgh	25
RAF Kinloss Surface Water Treatment Design	Amec Turner	250
RAF Kinloss SWT Construction Stage Input	Amec Turner	70
Invercasley Wind Farm Site Assessment	Airtricity	8
Consultancy Services	Gateshead Engineering	tbc
High Occ Veh Advice	SE	5
City of Sunderland LDF	SEA/SA	32
Stirling Old Town Cemetry Monitoring	HLF	2
South Yorkshire Transport Plan	SEA	2
	Total Fees Won	£439

Major Opportunities

Title	Client	£m
Dunbar Cement Works	Lurgi Bischof, Germany	0.100
Climate change in Scotland	SNIFFER	tba
M74 Extension	Balfour Beatty	2
Peterhead Townscape Heritage Initiative	J F Stephen Architects	0.006
Gateshead Highways	Gateshead Council	n/k
Structures Maintenance Contracts	Network Rail	n/k
Contract Evaluation	Client Confidential	0.005
Term Commission for Roads & Transport	FC	0.200
Edinburgh Conj Charging Phase 2	Cap Gemini	0.075

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Major Opportunities Contd.

Technical Advisor Framework	Scottish Power	0.100
Niddrie Burn River Realignment		tba
Bathgate Sports Centre	West Lothian Council	0.08
A66 Schemes	Alfred McAlpine	tba
Currie High School Sports hall	Market Demand	tba
Penicuik Swimming Pool and Library	Graham Construction	0.050
Knowle Burn Flood Alleviation	Dumbartonshire Council	0.080
Northumberland Wind Farm EIA	DLP	0.015
Vale of Leven, TA Advice	SED	tba
Dawsholm Contamination Study	GCC	0.040
China Renewable Energy Schemes	World Bank	tba
Wind Farm Infrastructure Design Framework	CRE	tba
Offshore Met Mat Design	Offshore Wind Energy	tba
Tayside Waste Services – Feasibility Study	Perth & Kinross Council	tba
Stornaway PPP Technical Advisor	Comhairle nan Eilean Siar	tba
Kirkintilloch Link Road	Kirkintilloch Init	tba
Centre West Car Park Extension	Land Securities	0.250
Loch Lomond Phase 2	SE Dumbartonshire	PQQ
Plaza TA	Land Securities	0.004
Sommerfield Petrol/Retail Outlets	CODEBA	0.050
County Tyrone Wind Farm	Enterprise Power	tba
Braes of Doune Wind Farm Tech Advisor	Airtricity	1
Drone Hill Access Study	PM Renewables	tba
Invercasley Wind Farm Technical Advisor	Airtricity	0.060
Renewable Energy Strategy	HMPS	0.075
Invercasley Wind Farm Site Assessment	Airtricity	0.008
Inverness City Centre Redevelopment	The Highland Council	0.5
Edinburgh Trams	SWR for TIE	15
WCRM Rugby Bridges	SWR for Network Rail	tba
Waverley Railway Project	SWR for SBC	tba
Provision of Professional Services	South Tyneside Council	0.100
Dundee Waterfront	Dundee Council	1
SRI Design & Build Role	RSNI	1
East Calder Treatment Works Hydraulic Assess.	Thames Water	6
Wind Farm Planning Assistance	Berwick Council	15
Greengares Site Assessment	Airtricity	8
Consultants Standing List	Albyn Housing Association	tba
Dispute Adjudication in Bulgaria	WHSS	tba
Forth Valley Hospital Ecology Surveys	Skanska	5
Rabbit Ings Barnsley-Site Development Advice	SWK	1.5
Dunmaglass Ecology – Add. Work	RES	5
Shieldfield Stadium Development Options	Berwick Council	14.5

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Bids Submitted:-

Title	Client	£k
Edinburgh Tram SDS	SWR per tie	7500
SRI Framework	Roads Service	500 per annum
Edinburgh Tram TSS	SWR per tie	tba
Wind Farm Site Investigation Framework	Airtricity	tba
River North Esk Flood Assessment	A Jollie Associates	2
Drone Hill Access Study	PI Renewables	8
Langley First School	North Tyneside Council	22
Doxford Park Travel Plan	Sunderland County Council	48
Structural Survey of property in Plockton	Skye and Lochalsh Housing Association.	500
River Tarff bridge Assessment	Scottish and Southern Energy	9
Helicopter Hangar Inverness Airport	Inverness & Nairn Enterprise & Highlands & Islands Airports	2
Expert Determination	Allan Waters Developments	3
Expert Witness	ABS Bryman Ltd	5
Dunmaglass Bird Survey	RES	9
Dunmaglass Recreation Assessment	RES	3

Karen Miller has almost completed collating CV's with photographs to update UNITE. This exercise has demonstrated that we have CV's 'squirrelled' away all over the network. We do need to store a variety of customised CV's for individuals but we also need a way to manage the volume/storage space. If you have any ideas to improve this please let Karen know.

Despite previous appeals we are still desperately short of good quality non-road/bridge photographs. Do we really not have any – if not say so and we will arrange to have some taken.

An examination of promotional and 'Z' job expenditure has recently been completed which highlighted a number of lessons to be learnt – contact your MOU leader for further information.

As we move into this next financial year we need to ensure that our plans to expand our business are matched by an appropriate marketing and business development effort in each MOU. MOUs will have to provide SMBDG with quarterly plans which will be discussed with MOU leaders and subject to subsequent monitoring, Please contribute to this increased activity.

HEALTH & SAFETY

A member of staff from the Edinburgh Office was unhurt when he reversed a van in to the side of a taxi on 20 April.

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John Toal will give a CDM training lecture to staff in Newcastle on 13 June. A date has yet to be fixed for his visit to Edinburgh.

QUALITY MANAGEMENT

Thirty Seven Client Feedback Questionnaires were received in the year with all results being satisfactory. The average result for the year was 7.94 which shows a 7% improvement on the results for 2003/04.

Auditing was again successfully completed in accordance with the programme. Credit is due to Robert Clegg for his efforts in maintaining this standard.

Tom Osorio and Paul Cleary presented the draft reformatted PCM to staff in Glasgow, Edinburgh and Newcastle during May.

ENVIRONMENTAL MANAGEMENT SYSTEM

The changes previously mentioned for the EMS will be contained in an updated Office EMS Manual for Scotland Division which will be loaded on SWIMS Level 3 by Fraser Maxwell.

COMPUTING AND TECHNOLOGY

The Lusitania-gl Exchange server in Glasgow and Stargazer-ed Exchange in Edinburgh were upgraded to Exchange Service Pack 3 during April.

The tape drives on Gallant-gl and on Leander-ne were both replaced at the end of April and this appears to have resolved the problem of the extremely slow back up times.

Gordon Millar is now settling into his post as IT assistant.

PREMISES

The re-decoration of the Basement area continues and new carpeting is being laid on 6 June 2005.

No other issues with the exception of the time worn one of tidiness and cleanliness. Remember to keep an eye open for untidy areas or unclean parts of the office and advise someone in order that the matter can be rectified. This also applies to things that are not working, they will never get fixed if you keep the information to yourself.

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OTHER MATTERS

The Accounts section are asked questions on a daily basis which are time consuming and sometimes could be avoided if Project Managers made use of the Progression system which is already on their computer. If you are unsure of any aspect of the system you have then please ask and someone will be only too pleased to assist you. You may have a few/many jobs to manage but with our growing business the accounts section now have more than 400 jobs to administer. We are all busy and in this respect they are no different from the Technical staff.

Timesheets are critical in keeping everything moving in time in Finance terms so please do your bit to ensure that you complete yours on a Friday before you leave. It is now coming round to the time when annual holidays are prevalent so make sure you complete your timesheet for your holiday period before you go – don't leave it to some other poor soul to do for you!

FEEDBACK FROM MAIN BOARD

Nothing to report this month.

R T Hunter
Chief Executive Officer
Scott Wilson Scotland
7 June 2005

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