

# Communiqué Scotland & Ireland

## Welcome

Welcome to the new, restyled Communiqué. I hope that the new format proves to be more informative and will stimulate interest from around the Division.

In each issue the Directors will take the opportunity to provide you with some background on relevant matters as they affect the Division.



### Ireland



Those of you who have read the recent issue of "Interchange" will have noted that the responsibilities of our Division have expanded.

We welcome the Republic of Ireland to the fold. We are now to be known as "**Scotland and Ireland Division**".

Interestingly, we are now responsible for Scott Wilson's operations across approximately 65% of the land mass that is Britain and Ireland!

### Feedback

I would ask you now to read the communiqué at your leisure and would welcome any feedback which you may have on the new format and any new features which you may wish to see in future issues. **Please pass any comments to David Webster in the first instance.**

And finally, I would welcome suggestions for the name for the new Communiqué which should reflect our divisional responsibilities. **Please pass your ideas to David Webster.**

Ronnie Hunter  
Chief Executive Officer  
Scotland & Ireland

## This Month's Issue

(click to take you there)

### A Word from Ronnie Hunter

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Ireland  
Feedback

### Divisional Performance Update

A review of the first quarter

### Our People

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### And Finally

Continuous Improvement

### This Month's Special Feature

MOU1

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## Divisional Performance Update

In previous Communiqués we have provided a fair amount of detail in relation to the financial performance of the Division, including such issues as “PBIT”, “Turnover”, “Debt” & “Staff Utilisation”.

Following a review of these details it is considered that the majority of staff find the information rather too detailed. In this and future communiqués therefore, it is the intention to provide only a brief overview of the performance of the Division. Should any individual wish to know more of the technical detail, please feel free to discuss these issues with your MOU leader.

Turning now to the latest update. July marks the end of the first quarter of our financial year and we are able to review quarterly results against our business plan targets.

It is therefore pleasing to note that the quarterly returns show that both turnover and profit are slightly **ahead** of our targets.

This is a testament to the hard work and diligence of all of our staff over the last few months and is encouraging. A word of caution however – complacency is dangerous – continued hard work will be required to maintain this excellent start to the year.

## Our People

June and July have been busy months for our Human Resources officer Susie Edward. These two months have seen the commencement of a total of 16 new personnel to the Division including graduates, students, technicians and administration staff. All the new starts are listed below. Welcome everyone.

### New Permanent Staff

MOU2	Anne McElhinney	Technician
MOU4	James Allan Allister Smith	Assistant Engineer Graduate
MOU5	Shelby Russell	Admin Assistant
MOU6	Anita Hogan	Ass Aquatic Ecologist
MOU7	Katerina Fytopolou Emma Sadler	Graduate Technician
MOU10	Michelle McPartlin	Graduate

### Vacation Students

MOU1	Kate Marshall
MOU2	Andrew Bothwell Michael Medlock Chris Smith
MOU4	Marco Petrucci
MOU7	Mike Felekis John Murray Andrew Powell

The headcount at the end of July was 220 of which 17 are temporary staff. This shows an overall increase of 2.5% permanent staff since the start of the financial year.

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## Pathways Plus

As per the e-mail that was sent out in July on behalf of Alan Frew, individuals should be administering their Job Plans.

The Job Plan section forms the final and perhaps the most important stage of a Performance Review.

It relates to future activities, business goals, staff development, training or support agreed either as a result of the Performance Appraisal or other events that may occur during the next review period.

This is receiving particular focus from the Directors this year and each person should have their job plan in place by Friday 9th September.



**Pathways Plus!**  
Delivering Effective Performance

## Congratulations.

Congratulations are due to the following staff who received promotions, effective from 1<sup>st</sup> July 2005.

To Level 4.3 – Technical Director	Kenneth O'Hara
To Level 4.2 – Associate	John Forshaw Stewart Proud
To Level 4.1 – Principal Engineer	Giovanni Scillipoti Denise Ritchie Simon Shillington
To Level 3.2 - Senior Engineer	Vipin Agarwal Lyn Masterson Manoj Gupta
To Level 3.2 – Senior Environmental Specialist	Fraser Maxwell
To Level 3.1 – Chartered Engineer	Jill Irving Sumana Ghosh
To Level 2.3 – Senior Secretary	Lynn Archer

## New Chairman

Congratulations to Alistair Napier who was elected as Chairman of ACE Scotland at their AGM in July.

## Wedding Bells

Also congratulations to Aly Bain (Glasgow MOU1) who, on 23<sup>rd</sup> July, married his schoolgirl sweetheart Laura Black.

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## New Arrivals

### Edinburgh

Born to Sue (Bell) Pain and Nigel and proud big sister Eleanor, Charles Alexander Pain on 28th June weighing in at 8lb 13.5 oz.



### Newcastle

Born to Grace Smith and her husband Richard on 16<sup>th</sup> July, a baby boy Oliver. Weighing in at 3.05kg (6lb 12oz). All doing well.



### Glasgow

Baby (AJ) Angelo Jason Sahagun was born in Queen Mothers' Maternity Hospital, Glasgow on the 7<sup>th</sup> of August 2005 at 6:44 am. He weighs in at 6lb 10oz. New mum and dad Lisette and Jason are delighted.



Congratulations to all on the additions to their families.

## Around the Division

It is the intention of this section of the Communiqué to provide some news on what's going on in and around the various MOUs. Contributions from some MOU leaders have been provided for this issue. Additional contributions are sought each month from all MOU leaders to enable this section to be a useful addition to the Communiqué. **Please send information to David Webster.**

### MOU1

MOU1 is the subject of this month's "Special Feature" – reference should be made to that special section of the Communiqué.

### MOU2

MOU2 has resulted from the amalgamation of the old MOU2 and MOU3. Its responsibilities are primarily roads and infrastructure, although a small integrated transport planning team also works quietly in the background. Kenny O'Hara and David Webster lead the MOU, reporting to Alan Frew.

Work in the MOU is spread around a number of projects in Scotland and Northern Ireland (and in northern England) for a variety of clients, principally Roads Service Northern Ireland, the Scottish Executive, the Highways Agency, City of Edinburgh Council and road construction contractors.

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Recently MOU2 has been at the forefront of a few important appointments for Scott Wilson. In particular the firm has just been appointed as Framework consultants to Roads Service Northern Ireland. This important commission will greatly assist our goal to establish an office in Northern Ireland in the near future.

Additionally, MOU2 has been leading the Division's input to the recent Edinburgh Tram Design and Technical Support bids. Those who have read recent editions of Interchange will be aware that the firm (led by Railways division) has been successful in being appointed to the role of "Technical Support Service" to "transport initiatives edinburgh" (tie). This "Client's Agent" role will require significant input from our Division, in that we will be responsible for providing technical advice in relation to all "non-rail" civil engineering and environment aspects of this massive project. A significant resource input is anticipated. Thanks from David Webster to all who assisted in the tender process.

### MOU4

The Renewable Energy Team in Edinburgh have recently been working with SW's Shanghai office in pursuing onshore windfarm work in China. The Chinese Government has recently invoked a green energy policy, resulting in an upsurge of interest in wind energy from the established power companies. Scott Wilson are working for General Electric, who are a supplier of wind turbines and the leader in the market in that country to date.

The RE Team were commissioned to design turbine foundations for two windfarms, Zhangbei (in the north of the country) and Touli (located in the northwest). Laurent Beltran, who had only recently joined us from New Division, quickly found himself on a plane to Hong Kong, and then to Shanghai. Working with a local team of Civil and Geotechnical engineers, Laurent was engaged in the outline and then the detailed design of the turbine bases for these two locations. Ewen Morrison managed the work from Edinburgh.

These two projects are now being wrapped up, and bids are being submitted for another few sites.

### MOU10

MOU10's workload has increased steadily over the last few months and are now enjoying a full orderbook for both external and internal clients.

Externally, clients include the Scottish Executive on the A96 Inverness to the Airport transport study and the development of a Route Action Plan for over 100 kms of the the A82 between Tarbet and Fort William. Private clients include the development of a masterplan and the associated transport assessment for Land Securities' development in Livingston. In Northern Ireland, the MOU is working with Roads Service on the major A6 Castledawson to Londonderry dualling project - more details to follow next month.

In addition to the above, MOU10 is presently working on the A6 Castledawson to Randalstown project and on updating the economic appraisal of the A66 Temple Sowerby Bypass for MOU2.

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## Computing Issues

### Helpdesk System

As some of you may be aware there is a Helpdesk system email address for computing support that we would like everyone to use!! The address is [computing.scotland@scottwilson.com](mailto:computing.scotland@scottwilson.com) (you will find it under Computing Scotland in the Global Address List). Using this email address guarantees that your requests for support will not go unanswered. It also saves Computing Support from having to manually log the call within the helpdesk system, giving them more time to help you.

### Rewiring of IT System

As Gayle Christie has already informed everyone by e-mail, rewiring of the IT network in certain rooms in Park Circus will commence soon. The rooms concerned are 6/1, 6/2, 6/5, 6/6, 6/11 and the Photocopier room.

It is intended that this work will take place over 4-5 weekends, from Saturday 27<sup>th</sup> August 2005. (commencing with Room 11). It is strongly suggested that early efforts are made to tidy things up, archive (or bin) unnecessary material etc.

As intimated by Gayle, everyone in these rooms will need to move out any desks/filing cabinets that are against the wall leaving at least 1.2 metres from the wall the Friday before the work is due to be carried out in their room.

As soon as more is known – those affected will be informed.

### Video Conferencing

The Glasgow office has recently had a new Video Conferencing (VC) system installed. This allows anyone in the Glasgow office to Video Conference with a number of different Scott Wilson Offices - Ashford, Basingstoke, Birmingham, Chesterfield, Crewe, Glasgow Railways, Swindon and York. Up to four offices can Video Conference at the one time and the system can also be used as a projector for giving presentations.

The VC system is to be used in the conference room and all bookings can be made through Susan Beattie at reception.



For those of you who have not used the VC system before there is a help sheet on the VC system trolley, for users to refer to. If you are still having problems then you can always email [computing.scotland@scottwilson.com](mailto:computing.scotland@scottwilson.com).

## Our Premises

### Northern Ireland Office

The identification of an office in Northern Ireland is featuring high on our Agenda, especially that of Kenny O'Hara and Alan Frew. While no definite news is available as yet, we are homing in on some favourites.

Watch this space!!!

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## Quality, Safety and Environment

### Quality

As announced recently in Interchange, a start has been made to drafting the new Job Control Procedures, which, together with a series of Guidance Notes, will eventually replace the content of the Project Control Manual. Please note that, for the time being, you should continue to work to the Project Control Manual. However, please look at the new draft procedures, on Unite under SWIMS Level 2 / Project Control, and provide any comments you may have to either Robert Clegg in Edinburgh or Rachel Leary in York.

Meanwhile, changes have been made to the Excel versions of the SWIMS forms to address the problem of shading making the text difficult to read on the printed forms. The shading, which highlights boxes requiring data entry, should now disappear once the boxes have been completed.

### Safety

The Group is seeking certification to OHSAS 18001 by Lloyds Register Auditor for our new health and safety procedures. UK Central Division has been awarded their certificate. Our Division will be audited in November.

### Environment

The Glasgow, Newcastle and Edinburgh offices will be audited by LRQA for compliance with the ISO 14001 Environmental Management System in November 2005. A Waste Duty of Care survey is currently being undertaken to ensure that we comply with the waste legislation. The Office Environmental Representatives will be given further training in September to ensure than compliance is maintained by all offices.

## And Finally – Continuous Improvement

It is the intention, in each edition of the Communiqué to focus on a particular management issue which will be brought to the attention of all staff and shall be the focus of our goal to **continuously improve** our service, both externally and internally.

This month the issue is **TIMESHEETS**.

All staff are reminded of the requirement to complete their electronic timesheet **before leaving the office on Friday**.

Additionally timesheets should be authorised first thing Monday Morning. All team leaders should ensure that this is done and, if they are not in the office on the Monday, an alternative should be identified to authorise the timesheets.

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## Special Feature MOU 1

It would be fair to say that, in many cases, staff across the division may not know too much about what is going on in other units or offices. Our regular features in the Communiqué will attempt to provide some information for all. This week we feature **MOU1 – Bridges / Structures & Contract Advisor**. Thanks are due to Alan Baker for provision of this information.

MOU1 is heavily involved in the structural design of major highway and railway infrastructure projects. It also undertakes Building Structures design, Contract Advice Services and Dispute Resolution. The Staff complement is 33 (including, at present, 2 temporary staff). MOU leader is Mike Hackney.

A brief outline of involvement in current projects will serve to demonstrate the variety of work, and provide an update on the status of each.

**West Coast Route Modernisation** is a £350m project to increase capacity of a 13 mile stretch of the route in Staffordshire. In addition to undertaking all the optioneering and outline Civils design work, we are now completing the design of many of the bridges, some of which are the first to have been designed to innovative standards for high-speed loading. In addition, a substantial amount of the geotechnical and highways design has been carried out by our colleagues in their respective MOU's. The work has started on site, and is due to be complete by 2008. We are providing advice and assistance during the construction phase.



We are working on two aspects of **White Cart Viaduct** on the M8 at Glasgow Airport – the design and contract documentation for the installation of high-containment parapets and replacement lighting columns, and more recently a major new commission – the design of a strengthening scheme for the steel box girders and deck cantilevers. This follows on from similar strengthening and repair work on the **M74 Raith Bridge**.

Our involvement with the **Kingston Bridge Refurbishment** continues. In our role as Independent Checkers, we are checking the effects on the existing bridge of the new Stobcross On Ramp.

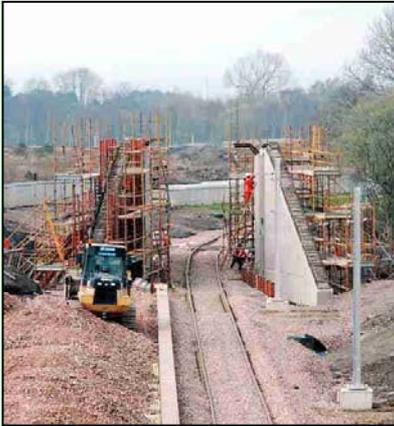
In addition, we have recently reported on a pioneering assessment of the existing bridge half-joints, and intend to present a paper to an International Conference in Edinburgh next year.



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Design work for the new £35m **Larkhall to Milngavie Railway** is now nearing completion, and the line is expected to open later in the year. The line will provide links to four local communities and create new residential and commercial regeneration opportunities.

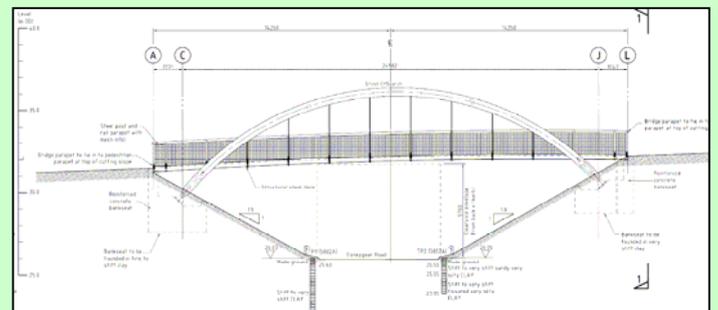
The **Waverley Railway Project** bill is also completing its progress through the Scottish Parliament. Prior to this we undertook all the outline Civils work necessary to support the bill, which promotes re-opening the railway between

Edinburgh and Galashiels. We are now discussing with SWR our involvement in the next phase.



We assisted with the D&B tender for the **Rosyth Strategic Link Road**, and are awaiting the bid result. Involvement in other highways projects includes design work on **A9 Helmsdale to Ord of Caithness**. The **A1 River Tyne Bridge** has been submitted for a Concrete Society Award, with an announcement about a short list expected in September.

**Sapley Square Footbridge**, Huntingdon, a bowstring arch designed in the Glasgow office, is scheduled to be lifted into position later this month.



Building Structures work includes the design of **Cumbernauld Primary School Nursery Building** for North Lanarkshire Council.



Gordon Bathgate is currently undertaking **Expert Reports** for hearings at the Court of Session next year. He has also been invited to accept an appointment as sole conciliator on a dispute on the world's largest infrastructure project in Taiwan. This is a follow-up to an earlier appointment by the International Chambers of Commerce in Paris as Chairman of a panel of three conciliators in 2003 called on to resolve a disputed sum of £50m.