

Highways England Confirmation of Task Order

Confidential and Commercially Sensitive Information which shall not be disclosed to third parties

Redactions made under FOIA 2000 exemptions sec 40: personal info and sec 43: commercial.

Supplier:	Atkins		
Project Title:	Area 5 Technical Support & 4/5 Triage Oct-Nov 16		
Contract Ref.	Redacted	CPA No.:	BPA No.:
PIN Description:	SE Spatial Planning	Sub Pin:	PIN No.:
HE Reference:	38 16/17ATK	HE Ordering Officer:	Redacted
Consultant Ref:	Redacted	Consultant Contact:	Redacted
Start & End Date:	03/10/2016 - 30/11/2016	CTO Authorisation No.	
Task Overview			

Overview

In order to support 'business as usual' it will be necessary to provide continuous resource into Areas 5. The consultant is required to provide two part time staff to be generally based in Bridge House and offer technical advice to Highways England staff on spatial and development planning matters.

Methodology

Provide Area 5 technical support of a kind and to a level reflecting that already in place for Area 4 via Richard and Rachael.

Triage work for Areas 4 & 5 as it arrives, allocate it to a named case officer, monitor its progress and ensure that we meet all HE licence and other obligations and responsibilities. This process will be reflected in, and managed via, the "Tony Tracker". It must be possible for all case officers to access the tracker to see latest position of any piece of work. We suggest the tracker is placed on Sharepoint for ease of access by all.

Nine-week period to transition Area 5 technical work, projects and processes across Areas 5 and Area 4/5 headroom management. Three days per week each for month of September covering:

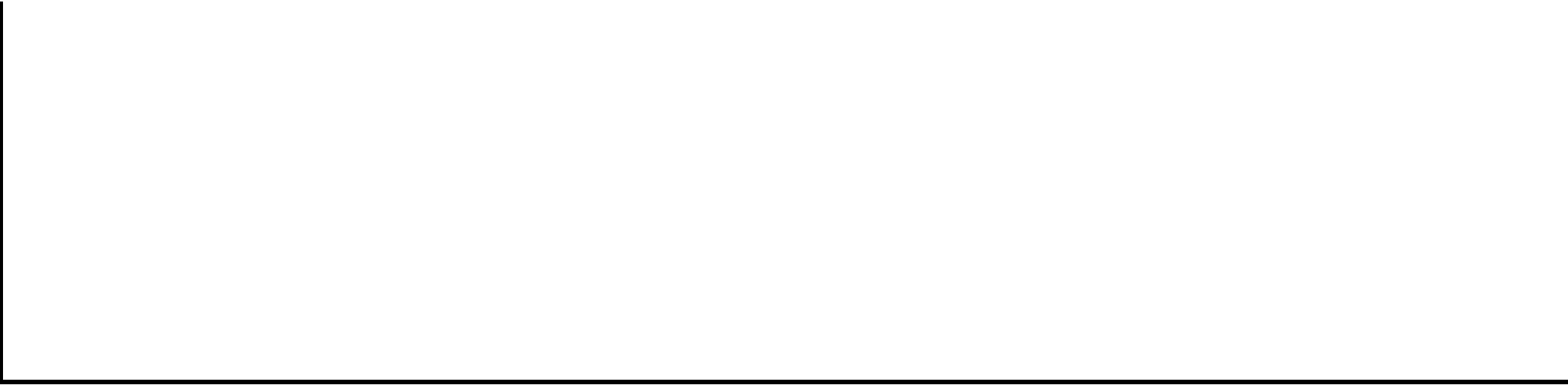
- Redacted – Area 5 technical lead / 4/5 triage□
- Redacted – Area 5 technical support / 4/5 triage□

Assumptions

Indicative allowance for travel expenses of £30/day for each member of staff.

Note Atkins staff typically work 8-hour days, as per previous and reflected in build-up of hours identified in this CTO.

It is suggested that in order to ride peaks and troughs and given inevitable annual leave and other commitments, it is established that time is transferable between approved staff such that with approval, Redacted (experienced in Area 5) or nominated others are able to transition into cover as a wider pool of resource available to face into headroom should it be requested.



Task Objectives and Milestones

Objectives
1.Continue support to the spatial planning team extending from end of September 2016.
2.Review and as necessary re-shape role to fit emerging shape of the contract, in consultation with area managers identifying necessity for amendments to how this service is provided.

Milestone
•30th November 2016

Task Outcomes

Outcomes

Highways England continues to meet its statutory and licence obligations to respond to planning consultations in the South East.

Project Risk and Management			
Risks			
•Days per week reflects maximum availability and is to be provided flexibly; cognisant of existing commitments and pre-booked annual leave this may reflect less on any given week. To be managed via flexibility brought about in this CTO with opportunity to introduce other experienced staff as cover.			
Project Title:	Area 5 Technical Support & 4/5 Triage Oct-Nov 16		HE Reference:
HE Project Sponsor	Sign:	Print Name:	
Management Approver:	Sign:	Print Name:	
Contractual Approval:		Print Name:	
Fee Type:			
Notification of Non Conflict:	Recated has signed the notification of non conflict or management of conflict for this task		

Task History Record	Fee Estimate for the Task set out in this CTO	Invoiced Amount/Estimate this Financial Year		Date CTO Confirmed	Fee Amount Requested
38 16/17ATK	£26,440.88	£0.00			£26,440.88
Fee Estimate / Fee Requested for the scope on this CTO					£26,440.88
Carry over Amount from previous financial year					£0.00
Previously Invoiced Amount					£0.00
Cumulative Project Fee Estimate (this financial year)					£26,440.88
Total Project Fee Estimate					£26,440.88
Name	Grade	Hours	Hourly Rate	(£)	
Redacted	Redacted	Redacted	@	Redacted	Redacted
Redacted	Redacted	Redacted	@	Redacted	Redacted
Redacted	Redacted	Redacted	@	Redacted	Redacted
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Date Produced: 29/09/2016

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COMMERCIAL RESTRICTED / FINANCE FILE ONLY

Works Total	Redacted
	Redacted
Sub Total	Redacted
Expenses	Redacted
Total	£28,060.88