

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 4 Technical Support Sept-Nov 16		
Contract Ref.	Redacted	CPA No.:	Redacted Redacted
PIN Description:	SE Spatial Planning	Sub Pin:	Redacted Redacted
HE Reference:	Redacted	HE Ordering Officer:	Redacted
Consultant Ref:	Redacted	Consultant Contact:	Redacted
Start & End Date:	05/09/2016 - 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 4. 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

13 week period for technical work, projects and processes across Areas 4, up to three days per week (both) to end of November 2016 covering:

- Redacted – Sussex□
- Redacted – Kent.□

This is in continuity of existing arrangements.

Assumptions

Indicative allowance for travel expenses of £25/day for each member of staff.

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

It is also 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 requirements of service) or nominated others are able to transition into cover as a wider pool of resource available to face into headroom.

Task Objectives and Milestones

Objectives

1. Continue support to the Area 4 spatial planning team extending beyond 2nd September 2016 when WSP-PB contract expires.

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; 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 with agreement.

Project Title:	Area 4 Technical Support Sept-Nov 16	Redacted	
HE Project Sponsor	Sign:	Print Name:	Date:
Management Approver:	Sign:	Print Name:	Date:
Contractual Approval:		Print Name:	Date:
Fee Type:	Time Online		
Notification of Non Conflict:	Redacted has signed the notification of non conflict or management of conflict for this task		

