

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:	On Call Technical Advice April-June 2017 - PT staff				
Contract Ref.	Redacted	CPA No.:	Redacted	BPA No.:	Redacted
PIN Description:	Redacted	Sub Pin:	Redacted	PIN No.:	Redacted
HE Reference:	SE 2 17/18ATK	HE Ordering Officer:	Redacted		
Consultant Ref:	Redacted	Consultant Contact:	Redacted		
Start & End Date:	01/04/2017 - 30/06/2017	CTO Authorisation No.			

Task Overview

In order to support 'business as usual' it will be necessary to provide continuous resource into Areas 4/5. The consultant is required to provide:

- Two part time staff to be generally based in Bridge House and offer technical support on spatial and development planning matters in Area 4
- One part time staff to be generally based in Bridge House and offer technical support on spatial and development planning matters in Area 5.

13 week period for technical work, projects and processes across Areas 4/5.

Up to three days per week (each) to end of June 2017 covering:

- Redacted – Area 4 (Sussex)□
- Redacted – Area 4 (Kent)□
- Redacted – Area 5.□

This is in continuity of existing arrangements.

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

Note Atkins staff typically work 8-hour days. As per previous, this is 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, other staff are able to transition into cover as a wider pool of resource available to face into the contract should it be called upon by the Client.

Task Objectives and Milestones

Objectives

1. Continue support to the Area 4/5 spatial planning team for first quarter of financial year 17/18.

Milestone

•30th June 2017

Task Outcomes

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

Project Risk and Management

•Days per week reflects maximum availability; cognisant of existing commitments and pre-booked annual leave this may reflect less on any given week.
•Rates are based on FY16/17 and subject to change with Atkins' April salary reviews.

Project Title:	On Call Technical Advice April-June 2017 - PT staff	HE Reference:	SE 2 17/18ATK
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		

