

[Project Name] – [Contractor]

Pre Start Meeting Minutes

Job Number: XXX

Date: XXXX

Document prepared by XXXX | Job Title

Revision	Issue Date	Reason for Issue

Meeting	Pre Start (Pre Contract Signing)
Project Name & Reference	XXXX
Meeting Location	XXXX
Meeting Date	XXXXXX
Meeting Time	XXXXXX
Attendees	HA: CONTRACTOR:
Apologies	XXXX

1. Introduction

1.1. Welcome and introductions:

2. Roles and Responsibilities

2.1. (CDM)

2.1.1.Client	XXX
2.1.2.Main Contractor	XXXX
2.1.3.Principle Designer	XXXX
2.1.4.Principle Contractor	XXXX
2.1.5.Designer	XXXX

2.2. HA (Client)

2.2.1.Head of Service –	XXXX
2.2.2.Health & Advisor –	XXXX
2.2.3.Operations Manager - Retrofit –	XXXX
2.2.4.Technical Inspector Energy –	XXXX
2.2.5.Retrofit CLO –	XXXX

2.3. Contractor 1 (Retrofit Assessor, Designer, Coordinator)

2.3.1. Retrofit Designer -	XXXX
2.3.2.Retrofit Coordinator -	XXXX

2.4. Contractor 2 (if required)

2.4.1.Contracts Manager –	XXXX
2.4.2.H&S Advisor –	XXXX
2.4.3.Site Manager –	XXXX
2.4.4.CLO –	XXXX

3. Project Overview *including background information and desired outcomes*

3.1. XXXX

4. Contract

4.1. JCT Measured Term 2024 – To be prepared by [Framework here] / HA Procurement

4.2. Sum: The contract sum is [in words and figure]

4.3. Purchase Orders: Client to generate work orders to cover works, these are generated in 2-3 stages

4.4. Warranty: - In line with PAS2030

4.5. Insurances: The Contractor at all times for the duration of the contract must have in place the below minimum for any one occurrence or series of occurrences arising out of one event.

4.5.1. Public Liability Injury to persons or property Insurance cover: £ 10,000,000.00

4.5.2. Employers' Liability insurance with a minimum limit: £ 10,000,000.00

4.5.3. Contractors all risk £ 450,000.00

5. Contractors Matters

5.1. Use of sub-contractors: details to be provided with CPP, Contractor is responsible for managing all elements listed below, and any other that are reasonably requested by the Client.

5.1.1. Scaffolding

5.1.2. Gas Engineers

5.1.3. Electrical

5.1.4. Roof Line works

5.1.5. Window & Doors

5.1.6. Asbestos

5.1.7. Structural surveys

5.2. Project Timeline:

5.2.1. Start Date: XXXX

5.2.2. End Date: XXXX

5.2.3. Extension Provision: XXXX

5.3. Permitted work times: 08:00 – 20:00

5.4. Permitted weekly workdays:

5.3.1 Restrictions: No Sunday Working

5.3.2 OOH Emergency process: Westville to provide details before works commence.

- 5.4 Contractors work area: Various across HA Geographical area
- 5.5 Neighbouring Properties: Permissions – Contractor to manage process
- 5.6 Welfare arrangements – Named contractor to manage, HA to assist with sites where possible
- 5.7 Visitation records: Covered within site induction
- 5.8 Contractor identification: ID badges through mobile app.
- 5.9 Location for storage of waste and materials: at site compound
- 5.10 Parking: Contractor responsibility
- 5.11 Power tools: 110v & Battery – portable charging stations and generators.
- 5.12 Water: Joint responsibility, permission letter to be agreed
- 5.13 Electricity: Contractor responsibility
- 5.14 Gas Safety: Contractor responsibility
- 5.15 Asbestos Surveys & Removals: Contractor responsibility
- 5.16 Code of conduct: To be signed and returned
- 5.17 Programme of works and phasing: Forecasted programme to be provided, and updated weekly
- 5.18 Statutory undertakings need for temporary supplies: N/A

6. Client Matters

- 6.1 Statutory approvals and notifications: Sign off as per PAS2035 design and TrustMark compliance
- 6.2 Health and Safety inspections: Weekly inspections, monthly report to client
- 6.3 Site progress inspections: Weekly
- 6.4 Post inspections of the works: Every property will have a joint handover with the Contractor and an HA representative
- 6.5 Safeguarding: HA policy Appendix D
- 6.6 Appointment of Principle Contractor: Document to be signed and returned by Contractor
- 6.7 Contractor role & responsibility confirmation:

7. Health and Safety

- 7.1 HSE notifications CDM: F10 to be raised by HA and issued to Contractor before works commence.
- 7.2 H& Safety Advisors: CA, XXXX – Contractor, XXXX
- 7.3 Contractors RAMs and CPP: Contractor to provide, CPP and to be a live document.
- 7.4 Sub-contractor arrangements for Health and Safety: Contractor responsible for site induction and vetting process in place
- 7.5 Site inductions: to be carried out by Contractor

7.6 Permits to work: ACM – surveys to be arranged before works start

7.7 Radios: No radios onsite at any time

7.8 Scaffold:

7.8.1 TG20 Compliance – Design, Inspection, scaffold register, and pavement permits – Westville to provide visibility of process and documents.

7.9 First aid arrangements: Contractor site manager

7.10 Incident reporting to follow HA incident investigation process

7.11 Notable issues jointly viewed during pre-start: n/a

8. Finance

8.1 Confirmation of contract sum: XXXX

8.2 Interim payments (if applicable): Staged payments depending on works 2-3 stages for each property worked on

8.3 Valuations (if applicable): Payment for application 3rd Monday of the month, certification within 5-7 working days of receipt

8.4 Variations: to be agreed by an HA officer by email and Variation Order Document completed

8.5 Payment Terms: 30 days on receipt of invoice

8.6 Average cost per property:

9. PAS 2035 Compliance

9.1 Acceptance of Property Design: To be confirmed by Contractor and documented

9.2 Change to design process: To be confirmed by Installer and Coordinator and documented

9.3 Arrangements for in progress site inspections: To be documented

9.4 Handover process: On site with Contractor and HA in person, and documented

9.5 Supply and timing of compliance documents: 15 working day upload KPI

10. KPI's & SLA's

10.1 Contract KPI's: Appendix

10.2 SLA agreement: Appendix

11. Communication & Marketing

11.1 Contractor to undertake prestart meetings with every customer

11.2 Customer feedback to be provided

11.3 Monthly progress performance reports to be provided by Contractor

11.4 Scaffold Banners, working in partnership are to be signed off by NC

11.5 HA

11.6 Contractor to provide a handover pack

12. Post meeting clarifications

- 12.1 Programme of works to be issued weekly with updates, and to clearly show the proposed timelines for all properties confirmed, and all others yet to be confirmed.
- 12.2 Contractor team will issue a weekly certification upload, so HA are kept up to date for the KPI's. This will change if HA require any further certification or handover information.

13. Acknowledgement

I have read and confirm the above agreements as stated in the prestart discussions.

Contractor Representative Name & Title	Click or tap here to enter text.
Signature	
Date	Click or tap to enter a date.

If you agree with the above terms and conditions, please print name, sign, date and return to HA. If you require amendments, please speak to the Project Manager prior to signing.