



EAST AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

ERAUC MEETING - 21st SEPTEMBER, 2023

This meeting was convened via MS Teams – 36 joined the meeting remotely.

Julie Greig(Chair)	JG	SGN
Ian Jones	IJ	Fife Council
Lindsay Henderson	LH	OSRWC
Alan Heatley	AH	Midlothian Council
Jason Halliday	JH	OSRWC
Eleni Gigourtaki	EG	East Lothian Council
Karyn Davidson	KD	Vodafone
Jim Forbes	JF	Cityfibre
Andrew Matheson	AM	Virgin Media
Fiona McInnes	FMcI	Scottish Water
Carol-Ann Dodd	CAD	Midlothian Council
Carlyn Fraser	CF	City of Edinburgh Council
Ainsleigh Brown	AB	Transport Scotland
David Thomson	DT	SPEN
Ritchie Galloway	RG	commsworld
Paul Roche	PR	Sky
Alistair Wales	AW	Verizon
Patrick Coogan	PC	City of Edinburgh Council
Stephen McGill	SMcG	Energy Assets
Allan Pryde	AP	Openreach
Craig Muir	CM	SEEN
Jordan Macdonald	JMacd	Cityfibre
Kat Quane	KQ	Transport Scotland
Nichola Millar	NM	West Lothian Council
Matthew Jones	MJ	lastmile-uk
Robert Young	RY	R100 Programme
Kevin Hamilton	KH	Scottish Road Works Commissioner
Lee Bromhall	LB	Royal Mail
Lee Westwood	LW	SGN
Joanne Bain	JB	axione
Craig Daly	CD	Perth & Kinross Council
Gerry Cullen	GC	Amey
Ryan Newman	RN	Amey
Carine Russell	CR	gtc-uk
Caroline Auld	CA	Network Rail
In attendance:		
Brian Cooper	BC	Secretarial Support

Apologies: Jim Watson(Perth & Kinross Council); John Balmer(hfcomms); Craig McQueen(Scottish Water); Gordon McLachlan(Clackmannanshire Council); Dave Sinclair(City of Edinburgh Council); Wendy Ross(Amey);

1. Welcome, attendance and apologies

Julie Greig as Chair welcomed everyone to the meeting and thanked Ian Jones for stepping in to chair the previous (May) meeting. JG then invited new and substitute members to introduce themselves. Attendance and apologies as the preceding Page One. The Commissioner advised he was pleased to be joining the East Area Meeting on this occasion.

2. Minutes of previous meeting 25th May, 2023

The draft Minute of the previous ERAUC Meeting as uploaded on the OneDrive Folder was agreed as a true record, without any corrections or additions.

One action arising from the May 2023 Meeting, Item 3(a)-(d): all RAs to respond to RY regarding deployment plans for the R100 Programme - RY explained that 21 out of 34 RAs NOT responding could be taken as positive news that deployment is mainly going OK. He added that he was meeting Perth & Kinross Council F2F on 5th October, and planned to offer meetings to East Lothian and Fife Oct/Dec 2023 with Falkirk early in 2024 – it was agreed the Action could be deleted.

3. Written reports from Local Co-ordination meetings/clusters:

(a)-(d):

Four written reports/minutes of local coordination meetings had been submitted - East/Midlothian and SBC cluster; Perth & Kinross/Dundee/Angus cluster; West Lothian Council and Fife Council, plus a Programme of Works from Amey. A record/report from more recent meetings held during August in the East Midlothian/SBC Cluster and West Lothian respectively would be sent to the Secretary for subsequent circulation.

IJ highlighted serious concerns that the representatives of some organisations attending the Fife meetings are not the most appropriate relative to knowledge of programmes and the actual planned works.

FMCI queried when Edinburgh may be re-scheduling the cancelled meeting. CF asked for preferred dates to be expressed, possibly near the end of October to avoid school holidays – JG and FMCI can help by sending Carlyn invitation lists.

JG raised the lack of Sample Inspection figures as concerning – JF advised no statistics had been available at an Edinburgh meeting, and IJ said he was awaiting Sample Inspection figures for Sample As and Bs.

CM raised an ongoing problem in Perth & Kinross with reinstating block paving that is no longer available. JG advised this requires the agreement of the Roads Authority so should be discussed at the local coordination meeting and FMCI suggested contacting the local Roads Inspector.

JG's paper outlining the background circumstances to, and why SGN was querying Midlothian's request for notices to be raised on all traffic sensitive roads at a junction where a Portable Traffic Signals permit had been submitted, generated constructive debate and differing opinions and interpretations of relevant legislation and guidance: NRSW Act, 1991, the Road Traffic Regulation Act and Advice Note 8 were examples raised in discussion. SGN had not been asked to notice all roads by any other RA, or at similar locations in the past - Scottish Water of the same opinion. CA has never been asked to notice advanced signs and suggested if this was required why no other authority was asking for it. The Commissioner's opinion was that some kind of Notice is necessary for the other roads not subject to actual works, but to warn other road users, and in the interests of coordination of works. DT added that south of the border all four roads would be included in the Notice due to permits which is not the case in Scotland.

It was suggested the Coordination Working Group should look at this.

JG has submitted a change request / query to Symology to assess if the notice could link the other roads to avoid filling the register with extra notices where there were no excavations.

(e) Item 3(e) would be removed from the Agenda

4. RAUCS Meeting on 28th June, 2023 – Update/Matters Arising:

The Chair provided background information in relation to the following matters –

- Presentation on the potential benefits of modern traffic signal control by Gordon Stitt of SRL Traffic Systems had been well received
- The Coordination WG is working its way through the list of potential changes submitted by KQ
- The SROR 5th Edition Code had been approved by the Commissioner and the minister and published on 6th June, with implementation from 01/10/23
- The HAUC UK Conference will be held on 18th April, 2024, at the Emirates Cricket Ground in Manchester

5. Government and SRWC Report & Performance and Management:

(a) KQ referred to her written report and updated batch diagram included in the OneDrive Folder, drawing attention to the VAULT due to be in place by April 2024, but with a "bedding-in period" until October '24. She reminded the meeting that safe-digging techniques will always be required. JB(Axione) asked if training was available for the VAULT.

5(b), (c) and (d) - SCOTTISH ROAD WORKS COMMISSIONER

Performance –

JH advised that the SRWR 2023/24 Q1 Dashboard had been issued on 26/07/23 and confirmed that the Q2 update was due to be circulated on the 23rd October, 2023

He added that the Commissioner remains concerned that both Roads Authorities and Undertakers are failing to meet the target of 4% for noticing failures. In Q1 Road authorities averaged 6.2% and utilities averaged 8.9%. Little improvement has been achieved since Q1 with Roads Authorities recording an average of 6.3% for July and August, whilst Utilities have averaged 7.8%. The Telecoms sector (9.5%) continues to influence the overall high figure and engagement is continuing with a number of organisations.

JG referred to Report 2(b) – Cancelled FPNs, commenting that cancelled FPNs remain on the report even if cancelled and is of concern to SGN as they do affect their performance figures – a Change Request has been submitted.

JH advised that 4 organisations - Axione, Lothian Broadband, SGN and SPEN - are currently on Commissioner Improvement Plans with all continuing to provide positive improvement and engagement with this process.

He added that the meeting should note that the next Improvement Plan submissions are due on the 13 October 2023.

Policy and quality

LH advised that work is ongoing to develop the Compliance Officer Code of Conduct. It is proposed to present this at RAUC(S). Details relating to job outlines are now being finalised and it is anticipated that the vacancies will be advertised by Christmas.

The trial use of dashcams to capture sites from moving vehicles in five Council areas has now been completed.

It is considered that this approach offers an efficient and effective way to collect information.

The Commissioner has carried out an investigation into an incident in January, where a structure on Shandon Place, Edinburgh was damaged during CityFibre duct installation works. This found failings in communication between CityFibre (or their representative) and the bridge owner prior to works taking place. It is a requirement of NRSWA Section 147 that undertakers consult the bridge owner prior to the issue of the Section 114 Notice (notice of starting date of works). This allows bridge owners the opportunity to consider the proposed works, place any necessary conditions and monitor works to ensure safety and maintain the integrity of the bridge. However, the Commissioner is concerned that failure to consult with bridge owners may be more widespread than this one incident and would like to remind undertakers of their duties in this regard.

The current Coordination CoP does not cover such scenarios in detail, as such the working group has been asked to consider developing this within the next version.

The Commissioner has been developing an Integrated Impact Assessment process. This considers the impacts that policies and other strategic decisions can have on Equality, Fairer Scotland Duty, Environment, Data Protection, and Child Rights and Wellbeing. It is proposed that an Integrated Impact Assessment will be carried out on any revisions to Codes of Practice, Advice Notes and Commissioner guidance, prior to these being published on the Commissioner's website.

Safety/Technical Standards

LH continued:

- As a result of the national coring programme results Undertakers with 10 or more cores who achieved less than 85% pass rate have been contacted by the Commissioner.
- The research project on Service Life of Reinstatements is now complete and has been published on the Transport Scotland website. This will also be the subject of a presentation at Road Expo on Tuesday 28 November 2023.
- A webinar regarding the changes introduced in the new SROR v5, has been arranged for 2nd November
- The Safety at Street Works and Road Works Code of Practice Review has now commenced with representatives from the Scottish road works community involved.
- Safety bulletins continue to be circulated as and when they arise by RAUC(S) secretariat.

Management & Operation of SRWR

LH confirmed that the current contract for the provision of the SRWR has been extended to the 31 March 2025.

In the meantime, the procurement exercise to replace the current contract for the SRWR service has started - the service requirement will be broadly similar to the service tendered in 2016 (with some additions brought in by changes to legislation).

He advised that Fiona McInnes is representing community stakeholders on the procurement Project Board and the Evaluation Team. We are also seeking a volunteer for the Evaluation Team, preferably a roads authority member of the Systems Assurance Team (or someone with equivalent knowledge and experience). If you are interested (or know someone who is) please contact Iain Ross.

In addition, the terms of use of the SRWR are being updated, to better describe how system users and their contractors can access the SRWR, what data is being held and what this data is used for.

This will include clauses to describe account/password sharing is not allowed and that administrators are responsible for ensuring only authorised users are granted access to the register.

Rollout of the update is planned for 1 October, 2023 and an email with a link to the new terms has been circulated to all Primary and Secondary Contacts held by the Commissioner for each organisation. Any concerns with the proposed changes should be forwarded to the enquiries@roadworks.scot mailbox.

JG raised the query as to what will happen where an organisation uses shared contractors as the Works Promotor App is allowing contractors without permission to access undertakers' data. Symology suggests separate emails to log in but this seems like a work around and not viable for most organisations. JG suggested as operational districts can be locked on the desktop can this not be applied to the App.

LH concluded this aspect of the Commissioner's report by reminding all users their login details should not be shared. Each individual must have their own login to the system. An organisation can have as many unique logins as they need. Logins found to be used by multiple individuals will be deactivated.

LH continued by explaining that following a complaint from a user of the Dial before you Dig service, who didn't receive a single response to a request, the Commissioner intends to undertake a review of the quality of the responses sent by undertakers and authorities.

He advised the SRWR Steering Group had suggested that a list of contact numbers be collated that can be passed to users of the service. Should they need to chase a response from a particular organisation. **The Commissioner would like to hear your views on this.**

ACTION: ALL ORGANISATIONS

LH concluded the Commissioner's Report as follows:

No new organisations had been granted access to the SRWR since the last meeting. Concept Solutions People has changed its name to Glide Fibre Ltd.

The RAUC(S) website has been updated to reflect the changes to the constitution. George Borthwick now has access to upload the relevant details and papers for each Area and Local RAUC meeting.

The Commissioner would like to remind all Chairs and Secretaries that details of their meetings, including minutes should be passed to the George Borthwick for publishing on this site.

6. Working Group Reports:

(a) National Coring – IJ referred to “the pinnacle of the Working Group’s achievements” reaching the conclusion and outcome of the latest Coring Programme with a 90% pass-rate, adding two comments: layer depth is still an issue and wrong materials being used as well. The Commissioner commented that dates need to be looked at as well and advised that the Report will be published once it is signed-off by the RAUCS Co-Chairs.

(b) Inspections - JG advised the next meeting of the Inspections WG is planned for 27th September. The Group has developed a risk matrix system and comments are awaited from SCOTS.

7. Health and Safety

Any Safety Alerts received by the Secretary since the May meeting had been circulated and included as part of the papers for the meeting in the OneDrive Folder

8. Any Other Competent Business:

a) The Chair drew attention to the provisional dates for ERAUC Meetings in 2024 – 25th January, 23rd May and 19th September – suggesting one meeting may be in-person. She reminded the meeting a new Roads Area Chair was required from 1st April, 2024.

b) Dates of Road Expo at the SEC Glasgow noted as 28/29th November, 2023

c) IJ reminded everyone only agreed and approved local coordination meeting Minutes should be published on the website

9. The date of next meeting was noted as Thursday, 25th January, 2024.

BC – First Draft: October, 2023

. Amended version 7/11/23.

