

# SCOTTISH ROAD WORKS COMMISSIONER

## Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 12<sup>th</sup>  
May 2022 on MS TEAMS

**Present:** -

<b>Kevin Hamilton</b>	<b>Scottish Road Works Commissioner</b>	<b>K.H.</b>
<b>David Armitage (Chair)</b>	<b>Aberdeenshire Council</b>	<b>D.J.A.</b>
<b>Mike Bartlett</b>	<b>Symology</b>	<b>M.B.</b>
<b>Darren Grant</b>	<b>SSE</b>	<b>D.G.</b>
<b>Julie Greig</b>	<b>SGN</b>	<b>J.G.</b>
<b>Darren Grindell</b>	<b>Symology</b>	<b>D.Gri.</b>
<b>Fiona McInnes</b>	<b>Scottish Water</b>	<b>F.McI.</b>
<b>Clare O'Brien</b>	<b>Argyll and Bute Council</b>	<b>C.O'B.</b>
<b>Valerie Park</b>	<b>South Lanarkshire Council</b>	<b>V.P.</b>
<b>Iain Ross</b>	<b>Office of the SRWC</b>	<b>I.R.</b>
<b>Brian Wilson</b>	<b>Scottish Borders Council</b>	<b>B.W.</b>

**In Attendance:** -

<b>George Borthwick</b>	<b>Secretary – RAUC(S)</b>	<b>G.B.</b>
-------------------------	----------------------------	-------------

**Apologies:** -

<b>Jim Forbes</b>	<b>CityFibre</b>	<b>J.F.</b>
<b>Ian Jones</b>	<b>Fife Council</b>	<b>I.J.</b>
<b>Andrew Matheson</b>	<b>Virgin Media</b>	<b>A.B.</b>

**1. Introduction and Apologies for absence**

David Armitage welcomed all to the meeting.

Apologies were recorded as above.

**2. Minutes of the last Meeting**

a. Accuracy

The minutes of the last meeting of the SRWR Steering Group held on MS TEAMS on Thursday 17<sup>th</sup> February 2022 were agreed as read.

b. Matters Arising

All recorded on the Tracking Summary with the following additional comment and discussion: -

19<sup>th</sup> August 21  
Item 4a VAULT – Edinburgh Trams Plant

The Commissioner had spoken to Edinburgh Trams at the last meeting with them about posting their plant information on VAULT. There had been no progress since then so the topic will be raised again at the next meeting.

18<sup>th</sup> November 2021

### 3a Quarterly Management Report – Circulation of New Organisations Contact Details

I.R. recently sent a list to G.B. which should be shared with Brian Cooper for the ERAUC Area. **Action – Secretary (Action Completed and Closed)**

The monitor of attendance at the area Meetings will continue and this will raise issues of non-attendance which instigates the reminders to S.U.s which are not attending and to the Secretaries to ensure the papers are being issued correctly.

This Item can be closed. **Action – Secretary (Action Completed and Closed)**

17<sup>th</sup> February 2022

### Item No. 3c – Training Updates – Visor

The meeting between J.G. and I.R. has not yet been held. Visor provides a platform for training with several members of staff on MS TEAMS in one session. Comment was made that Google provided a similar system which needed to be explored. This matter will be considered and J.G. / I.R. will meet offline and if necessary, bring the subject back to the Group. **Action – Closed (Action Completed and Closed)**

### 6b – Change request No 775 – Using UPRNs

At present the UPRNs are not a searchable field within the Register but this may change with the development of the mapping layers.

The UPRNs are valuable to pinpoint plant such as service connections and both R.As and S.U.s would benefit from greater use of the UPRNs. I.R. will revise the Change Request and the C.R. Register record to keep it open as an aspiration with a medium priority.

**Action – I.R.**

### 9a SRWR Performance Reporting – Inspection Reports

The paper has been circulated with the required revisions. The Inspections Working Group need to review the Code and decide on the sections which require to be revised. The suggestion has been made that for the present an Advice Note should be produced as a temporary measure pending a later complete revision of the code when all the required changes are known.

J.G. will raise the topic at the next RAUC(S) meeting. **Action – J.G.**

The Secretary was asked to close the existing Actions and open the action above.

### 10a Replacement for the Steering Group Chair

The replacement of the Chair will be raised at the next SJUG meeting. F.McI. will remind J.F. to add this Item to the SJUG Agenda. **Action – F.McI.**

### 3. Management and Operation of the SRWR

#### a. Quarterly Management Report

The previously circulated Bulletin was taken as read with the following comments: -

- **Fees and Amounts**  
46 out of the 93 Organisations have now paid their Fees and the remainder must make their payment by the end of May.
- **User Satisfaction Survey**  
Responses have been received from 245 out of the registered 2000 Users. The responses have been submitted to a good mix of Organisations and levels of Staff. The overall results have been favourable and will be commented on further later in the Agenda.
- **Implementation of the SRWC Monitor of Inspections on the SRWR**  
The implementation of these changes has been delayed. A message on the Aurora News Portal indicates that to allow the Commissioner to start tracking outstanding reinstatement defects there are changes to the inspection and reporting processes. These have been agreed with the Community. This article explains the planned implementation timetable for these changes.

As from 1st April 2022 the Commissioner expects that the requirement: -

- to record a D/3 or DA3 pass following every defect remediation,
- to record a D/2 or DA2 within 6 months of the prompted Due Date,
- to carry out remedial repair within 6 months of reporting,

will be followed correctly in all cases by R.As and S.U.s.

A series of changes will be made to the SRWR for enforcement and reporting on these requirements. These changes will be delivered across several tranches.

#### **Tranche 1**

A new warning message will be shown in the register if an inspection is recorded later than the working day following the required Inspection Date. A new “Report 32 – Inspection Results Recorded Late” will report on the number of these messages recorded against the Road Authorities.

A change will be made to the register relating to reinstatement defects recorded on Category A inspections. The change will allow undertakers, once they have accepted the inspection, to also clear the Inspection Awaiting Assessment prompt, without requiring a remedial phase of works or a D/1 follow-up inspection to take place.

There will also be a series of changes to individual reports to facilitate changes to Combination Report 3 which is used by the Commissioner to produce the Scorecards. These include: -

- Identifying the number of Substandard Traffic Management reports flagged as High Risk in Report 19, by separately reporting High Risk and Low Risk results.
- Providing information on overrunning works as a percentage of works complete, which includes changing Combination Report 1 and 2 to use Report 9b as the denominator (instead of 9a).
- Providing information on the percentage of inspections carried out by authorities against the target set for the year. This does not require any changes to the base reports.

These changes are expected to be delivered in time to produce the finalised 2022 Q1 Reports.

### **Tranche 2**

A new “Report 33 – Outstanding Follow Up Inspections” will be provided to keep track of outstanding reinstatement defects still require a D/3 or DA3 inspection pass.

A new “Report 34 – Defects Awaiting Repair” will be provided to keep track of how many defects still require an undertaker to carry out a repair.

A process will be run to clear down any D/2, D/3, DA2 or DA3 prompts that remain on the SRWR with a Due Date before 1 April 2021. Similarly, any Inspection Awaiting Assessments due before 1 April 2021 will also be cleared down.

These changes are expected to be delivered in time to produce the finalised 2022 Q2 Reports.

### **Tranche 3**

Once the previous changes have bedded in successfully further changes will be made to the register relating to defect prompting to ensure that the process is always correctly followed.

- **New Undertakers**

Broadway Partners Limited a telecoms company, Persimmon Homes Limited another telecoms company and Moray Offshore Windfarm (West) Limited an electricity company have been added to the SRWR.

- **Data Protection**

Symology notified the Commissioner that personal information was being recorded on the SRWR. One undertaker has been copying emails sent to them verbatim into works comments on the SRWR, including the authority employees email address. The undertaker in question has been told to stop this practice and Symology are taking steps to remove the offending comments. All users of the SRWR are reminded that any personal information (as described in GDPR legislation) should only be entered in the provided contact fields. No personal information should be included in any other text field when entering Notifications on the Register.

#### ai. SRWR Service Report

The Group noted the version of the Report which was previously circulated. A summary of the various sub reports was given to the Group.

There had been one outage, but this had been remedied and the system reinstated.

There was a fall in the number of users of the Training packages. This will continued to be monitored and commented on at future meetings.

The use of the Promoter App may need to be monitored. The SRWC is looking at the inspections and the way the app is being used by the Promoters. The requirement to record the Start / Stop information is likely to lead to increased use of the Apps.

#### b. Quarterly Operational Report

The previously circulated Report was taken as read with the following comment: -

### **The Hosted Service**

There had been one disruption on the Register on 20<sup>th</sup> April when two concurrent problems occurred.

The primary problem affected the mapping caused by GIS server resources failing to scale up correctly with a resultant need for input from the Technical Team. After several attempts the system was reinstated around midday, but users would have encountered problems during the period of the problem and the reinstatement.

In addition, the Production upgrade 21/04/22 introduced problems with checking the presence of an attachment on an Activity or Inspection. An urgent patch was initiated to deal with the problem.

To ensure that the register was operational, remedial action was taken to the database to improve the performance of creating/updating works and inspections. These changes were made around midday and this significantly improved performance, but not to its full capacity. Symology temporarily hid all attachments on activities recorded before 01/11/2021 and on inspections recorded before 15/03/2022. This was strictly a temporary measure.

That evening the patch was applied and the full system operation was restored including the “hidden” attachments being fully restored. Apologies were recorded for the inconvenience caused.

### **SRWR Software**

Apart from the upgrade on 22<sup>nd</sup> April the other five upgrades were successfully introduced.

Since the issues experienced with Ver 2 in October 2021 additional repeatable regression tests have been introduced which are performed on each new release. Whilst these tests will never identify all issues, they have helped to reduce the frequency and severity of potential issues.

Notification of each release is sent to all users of the register and the detail of each release is made available on the News page within the Community Portal on: - <https://aurora-portal.symology.net/category/release-notice/>

The revisions to the Surface Type and Base Material lookup tables is underway. Once complete, a News article will be published detailing the implementation date and the transition strategy.

### **Roadworks Scotland Website**

The roadworksscotland.org website has not changed since the last meeting.

### **Roadworks Commissioner Indicators**

Revisions have started on Inspection reports previously proposed by the SRWC with details posted on the news page in mid-April.

### **SRWR Coring Reports**

Access to the Coring reports was temporarily halted due to performance issues but access has now been restored with changes to the process to minimise any potential performance issues.

### **SRWR Mobile Apps**

No changes to the Apps since the last meeting.

### **Vault Submissions**

So provide access to BT Plant data via the SRWR mapping, Symology are currently undertaking a proof-of-concept technical trial with BT having successfully integrated the BT data into the Aurora Vault processing. This is due to be published into the Sandbox for internal testing. This has been delayed due to a long-term project to reconfigure the Sandbox GIS solution.

### **Gazetteer Submissions**

SDTF2 format gazetteers were loaded in March 2021. Whilst SDTF4 Gazetteers have now been received from all Road Authorities, there are issues with the way the ASD is plotted in SDTF4 which is likely to provide a degraded experience for users. We are working with the SRWC and the Improvement Service on a solution to this. In the meantime, it is expected that SDTF2 gazetteers will be loaded into the SRWR for the foreseeable future until the ASD plotting issues are resolved.

The ASD submitted to SDTF 4 needs improved geometry to reflect the shape along the road sections. The R.As may need a push to complete their data by the August loading. Improvement Service is assisting.

### **SRWR E-Learning**

The uptake of the e-learning courses has monthly peaks and troughs but is consistently averaging over 100 new course registrations each month since March 2021. The new registrations in April 2022 were significantly lower so take up will be monitored to see if this was a blip or whether this represents an ongoing downturn in demand.

### **SRWR Webinars**

It is likely that there will be a webinar in the near future and we look forward to receiving any suggestions from the Community for future events.

### **SAT Meeting**

There have been no SAT Meetings since the last Steering Group meeting.

#### **c. Training Updates**

All as previously discussed with the following comments: -

D.G. will pass an up-to-date list of training users to I.R.      **Action – D.Grin.**

M.B. will pass a list of proposed Webinars to the Secretary for circulation and I.R. will collate a list of webinar suggestions and pass it to M.B.      **Action – M.B. / I.R. / Secretary**

## **4. VAULT**

### **a. Future Development**

There is ongoing contact with NUAR on their development. There is currently a consultation ongoing which asks about the future of NUAR and long-term funding.

As indicated above there is progress being made on the introduction of BT plant data availability via VAULT with Symology carrying out sandbox testing.

The legislation to make VAULT mandatory will be introduced in Year 2023 / 24.

A Consultant working with Transport Scotland on future developments has asked for access to VAULT to check for plant in their design corridors which could affect proposed routes.

While this appeared to be a reasonable request it would require to be considered as it would affect future requests from others. The Commissioner will review the request and consider the Terms and Conditions which would be issued for any agreement. The Commissioner and D.J.A. will discuss this matter further offline. **Action – The Commissioner / D.J.A.**

F.McI indicated that Transport Scotland have access to the Scottish Water Extranet which could be used satisfy this request.

b. Vault Scorecard

The previously circulated report was taken as read with the following comment: -

- The performance was all generally satisfactory but action is required from East Dunbartonshire and the SW Trunk Road Operating Company..

## 5. Gazetteer Group

a. Gazetteer Update Submission Report

The previously circulated Report was taken as read with the following comments: -

- The S.W. Trunk Road Operator, Scottish Borders, and National Rail both need to provide data.
- There is a number of S.U.s needing to submit their plant data .

b. Gazetteer Group Highlight Report

I.R. commented as follows: -

- There was no highlight paper issued but I.R. will ask Roger Garbett to circulate the minutes of the last meeting via the Secretary. **Action – I.R. Secretary (Action Dealt with)**
- The Working Group had discussed the changes required to accommodate the move to SDTF4, and the revised Reinstatement Material drop down Schedule.

## 6. SRWR System Assurance Team

a. SAT Report

The last meeting of the SAT did not happen due to both Clare Callaghan the interim Chairperson, Gordon Russell moving to new posts within Scottish Water. Clare O'Brien is due to return to work and she will hopefully be able (work commitments allowing) to take over as the Chairperson as before.

As a meeting is urgently required s I.R. and C.O'B. will discuss the arrangements and contact the Team Members. Effort will be made to have the meeting ahead of the next RAUC meeting cycle.

F.McI. indicated that she would try to provide a replacement for C.C. and G.R. on the Team.

The replacement of Members on the Team may be eased by the New Constitution only having 4 Areas which could reduce the TEAM membership (4 R.A. / 4 S.U. Representatives).

b. Change Requests

The following C.R. which had been circulated was taken as read with the following discussions: -

C.R. No. 769 – Reinstatement Materials Drop Down List - Looking to enhance the detail in the register in relation to Hot Rolled Asphalt. Can there be a distinction made between 15/10 and 30/14 as this will assist in identifying materials.

Discussion on this C.R. was follows: -

- The Drop-Down List was considered and the draft agreed which has now been passed to Symology to revise the Register.
- C.McQ. was thanked for his assistance with the drafting of the List.
- The SROR Review Team had checked the List and made comment which will potentially reduce the need for changes following their redrafting of the SROR.
- The C.R. was remitted back to the SAT to complete.

## 7. Scottish Road Works Commissioners Report

a. Changes in Legislation

The Commissioner reported: -

- The legislation for the Stop / Start regulations will be laid later this year to be mandatory in April 2023. M.B. asked for dialogue on the introduction of the Stop / Start legislation in order that the Register can be set up to accommodate it. The Commissioner will discuss this with M.B. It is essential that the App and the Register work together to accommodate the Legislation
- I.R. / Commissioner will discuss the new legislation and the changes required to the Register.
- The RQP legislation will be made in April 2023.

## 8. RAUC(s) Remit

There were no remits from the last RAUC(S) meeting which was held on 2<sup>nd</sup> March 2022.

## 9. SRWR System

a. SRWR Performance Reporting - Inspection Reports

J.G. questioned the Inspection numbers being created by the Register. The numbers for the previous three years did not match those issued for the same years previously. The numbers in say 2018 / 19 / 20 have changed from year to year which should not be the case. The data produced by the Register must be such that the community has confidence in its use.

J.G. will raise this matter with the Support Desk and copy I.R. into the progress on this matter.

**Action – J.G. / I.R.**

The Algorithm should set the estimated number of Inspections which should only vary where there is an alternative agreed with the relevant R.A.



b. User satisfaction Survey

I.R. reported on the User satisfaction Survey as follows: -

- The responses had overall been positive.
- There were still some issues with the Apps and the report ignored the “No Views” responses as they were assumed to have been submitted by users not familiar with the operation of the Apps.
- D.J.A. commented that in Aberdeenshire there had been some apprehension about the use of the new version of the Register and the Apps, but the users are now happy with the facilities.
- The Commissioner was looking for the views of the Users over a period so the survey would be repeated annually to find opinions and trends. It would also feed into future retendering.

**10. A.O.C.B.**

a. Replacing the SRWR Steering Group Chair

D.J.A. indicated that since the previous meeting he had reviewed his retirement plans and would likely now retire sooner than later. With that in mind the requirement to replace the Steering Group had greater urgency.

F.McI. will raise this with J.F. to ensure that the matter was on the Agenda for the next SJUG meeting. **Action – F.McI. / J.F.**

D.J.A. indicated that in the event of this being his last meeting he thanked all Members for their assistance over the years. He had been involved since being on the Committee which was set up to develop the first Tender for the Register and its subsequent award.

**11. Dates of Future Meetings**

D.J.A. thanked all for their attendance at this meeting and indicated that the next meeting would be held on: -

**The next meeting will be held on: - Thursday 18<sup>th</sup> August 2022**

Venue to be MS TEAMS or as agreed

**Future Meeting Dates: -**

**Thursday 17<sup>th</sup> November 2022**

The meeting closed at 13.00