SCOTTISH RO△D WORKS COMMISSIONER

Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 21st May 2020 on MS TEAMS

Present: -

Angus Carmichael	**Scottish Road Works Commissioner**	A.C.
David Armitage (Chair)	**Aberdeenshire Council**	D.J.A.
Mike Bartlett	**Symology**	M.B.
Jim Forbes	**CityFibre**	J.F.
Darren Grant	**SSE**	D.G.
Darren Grindell	**Symology**	D.Gri.
Ian Jones	**Fife Council**	I.J.
Fiona McInnes	**Scottish Water**	F.McI.
Andrew Matheson	**Virgin Media**	A.M.
Alex Rae	**SGN**	A.R.
Iain Ross	**Office of the SRWC**	I.R.
John Scougall	**North Lanarkshire Council**	J.S.
Brian Wilson	**Scottish Borders Council**	B.W.

In Attendance: -

George Borthwick	**Secretary – RAUC(S)**	G.B.

Apologies: -

Clare Gordon	**Scotland Transerv**	C.G.

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 in The Fleming Room A, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU on Thursday 20th February 2020 were agreed as read.

   b. Matters Arising

   The comments on Matters Arising from the previous meeting are recorded on the Action Tracking Summary.

Defect Recording – A partial interim solution has been created with an additional entry on the drop-down menu, but the longer-term issue still needs to be addressed. The proposals will be submitted to SAT who will provide feedback to the Steering Group in due course.

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
  The invoices for the Fees and Amounts were issued and payments are being received, however with only two weeks to the end of May there are only 46 who have paid out of the 81 Organisations. (In financial terms the percentage receive is higher)
- The roll out of the new version of the Register has been delayed due to the Covid 19 effects on staffing. The situation is under continuing review and the Commissioner will give three weeks' notice of the revised roll out date.

  The reports on the numbers trained by each Organisation is still being issued and will continue for the present with improved format. The Committee agreed that the information being provided was satisfactory.
- All should remember to include the required reference to Covid 19 on all Works Notices being issued. The information should be provided in the free text works description box.
- The testing is almost finished. An audit is being carried out on the data transferred over from the existing system to the new.
- Statistics
  The number of PIRs being submitted was very low over the period.
  The number of calls to the Support Desk have remained steady.
  Concurrent Use has dropped considerably over the quarter.
  The Pie Charts reflect the training by the various sectors. There are still a large number of Operators who need to complete the training course and they should be chased up. All Managers should ensure their staff are trained ready for the roll out and not leave it to a panic at the last moment.

ai.   User Guide

The training was good but there is a need to provide an Index so that topics could be located quickly and easily. This will be considered.   **Action - Symology**

Comments had been made that Module 1 is too long and Symology were asked if it could be subdivided. The course was structured to lead from one topic to another ensuring no issues were omitted but this could be reviewed.   **Action - Symology**

b.   Quarterly Operational Report

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

- The Symology Staff are currently home working.
- No outages have been recorded in the period of the Report.

- The required changes to accommodate the Public Facing web site have been made.
- The training modules are being used with 43% of the users achieving passes in the courses.
- There are concerns that a rush of late training will be a problem, and all should be pushed to complete the courses they require. All should be encouraged to trial their knowledge on the test site so that they can gain the experience of using the system.
- All Organisations should be encouraged to check their users list and notify Symology of Operators who are no longer using the Register or are using to a different level. If no longer fully using the system, they should be downgraded to the required level e.g. view only They should still complete the introductory module. M.G. will assist Organisations with this process.
    Action – M.G.
- Symology were of the view that all should do all the modules in order to gain an understanding of its ability and purpose.
- The problems which some Users had experienced with the system locking them out during training was dealt with and should no longer be a problem.
- Symology asked all to submit suggestions for improving the modules so that they could be considered in making them easier to use.
- I.R. will advise the Community of the need to use the test site for experience.
    Action – I.R.
- As well as the E-Learning, the Community Portal contains the Knowledge Base for the new version of the SRWR. This provides a wealth of information and is particularly aimed at answering FAQs, "How Do I"s etc. Examples of what it provides
    are: -
    o Shows options for entering the Register
    o Help out with training
    o The Version Updates
    o The Support Desk will take suggestions to make improvements and to add topics to the facility
    o The information may be in the Knowledge Base but not found on the search. Advise the Support Desk so that this can be considered and an improvement made.

c. Training Updates

I.R. will send out a questionnaire to the Steering group to collect comments on the Training Modules.   **Action – I.R.**

The length of the Introductory Module was raised again and Symology were asked to investigate if it could be split into more manageable units.   **Action – Symology**

If there were sufficient numbers, consideration could be to the development of a read only version of the Introductory Module for users not needing to manage noticing etc.

There is a existing Vault Module for uploaders only.

Symology will discuss the above comments with the Developers of the Modules.
        Action – Symology

4. **VAULT**

a. Future Development

BT / Openreach have given a demonstration of their system for providing plant data via VAULT. This looked promising.

b. Vault Scorecard

The previously circulated Report was taken as read.

5. Gazetteer Group

a. Gazetteer Update Submission Report

Dumfries and Galloway, South Lanarkshire, Scotland Transerv and Transport Scotland will be asked for comment on the last upload or lack of it.

There will be some development on the validation / upload process with the migration to taking data from the Improvement Service One Scotland Gazetteer. The process will describe how data can be tested using the OSG portal and remove the requirement for a Gazetteer Validation Form that authorities currently provide.

B.W. indicated that he was concerned about the validation which did not appear to be consistent on a repeat submission following remedying of errors.

Concern was raised about the way the letter had been sent out to Department Heads and the Area Gaz Groups regarding comments from Improvement Scotland about errors in the Additional Data Tables. There were apparent differences between the data issued via the two routes

Validation of ASD Tables would be helpful. This facility will be introduced. The Committee noted that the R.As deal with the Trunk Road records on the Gazetteer but Transport Scotland / Operating Companies deal with the ASD Tables. Liaison between the parties is necessary to maintain the data.

The Gazetteer Group will be asked to review the arrangements and process with Improvement Scotland and report back to this Committee.   **Action – I.R.**

b. Gazetteer Group Highlight Report

The Gazetteer Group decided to delay the introduction of the SDTF revision and will notify the Community when the revised data will be required.

6. SRWR System Assurance Team

a. SAT Report

The SAT has almost completed the testing programme.

The Stress Test was a success in that it raised some problems which were being addressed. There are some internal stress testing continuing but the Community will need to carry out some tests to ensure the system is now able to deal with the daily work load. The community will be notified of the dates for the four additional tests

b. Change Requests

As there has been no recent meeting the C.Rs have not been reviewed. This will be on the Agenda for the next meeting when it is held.

7.   **Scottish Road Works Commissioners Report**

a.   Changes in Legislation

There were no additional comments which had not been covered previously in the minutes except to indicate that the programme of Commencement Orders has been delayed by 3 or 4 months.

8.   **RAUC(s) Remits**

There were no remits submitted by RAUC(S).

9.   **SRWR System**

All matters dealt with in the previous sections of the Minutes.

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

a.   Meetings on MS TEAMS

The view of the Members was that the meeting had gone well and the online solution was successful.

Tommy Deans had held a meeting with other Chairs last week and the view was that the Area Meetings were satisfactory and M.S. TEAMS was providing a reasonable platform.

11. **Dates of Future Meetings**

The next meeting will be held on: **- Thursday 20th August 2020**

(Venue to be confirmed)

The Future Meetings will be held on: -

      November Meeting   Thursday 19th November 2020

Venue: - Fleming Room A, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

The meeting closed at 12.35