

SCOTTISH ROAD WORKS COMMISSIONER

Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 22nd February 2018 at Room No. 6, Scottish Government Offices, Victoria Quay, EH6 6QQ

Present: -

Angus Carmichael	Scottish Road Works Commissioner	A.C.
Jim Clegg	Glasgow City Council	J.C.
Mike Bartlett	Symology	M.B.
Clare Gordon	Scotland Transerv	C.G.
Darren Grindell	Symology	D.G.
Owen Harte	Virgin Media	O.H.
Ian Jones	Fife Council	I.J.
Fiona McInnes	Scottish Water	F.McI.
Alex Rae	SGN	A.R.
John Scougall	North Lanarkshire Council	J.S.

In Attendance: -

George Borthwick	Secretary – RAUC(S)	G.B.
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Apologies: -

David Armitage (Chair)	Aberdeenshire Council	D.J.A.
Jane Dunlop	Office of the SRWC	J.D.
Zoe Leach	SSE	Z.L.
Andrew Matheson	Virgin Media	A.M.
Iain Ross	Office of the SRWC	I.R.
Brian Wilson	Scottish Borders Council	B.W.

1. Introduction and Apologies for absence

In the absence of D.J.A. the Chair was taken by Alex Rae who 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 The Dome, New Register House, West Register Street, Edinburgh, EH1 3YT on Thursday, 16th November, 2017 were agreed as read.

b. Matters Arising

See the Action Tracking Schedule or the following paragraphs and or within the Minutes where an Item is dealt with as an Agenda Item.

16th November 2017

Item No. 9c SRWR System – Implementation – Take Advice on the Data Protection Act

The instructions from the OSRWC is that no contact information should be submitted to the Register via the Free Text Fields. For the present these fields may be redacted but this could be changed. No personal data should be used, and one suggestion was to use email addresses. It was suggested that a flag was provided on the Free Text Fields to warn that these sections are liable to be open to the public. This will be monitored. **Action – Ongoing**

The issue of removing PIRs for Section 109 Permits from the history was still a concern as there could be problems at a later date if there was issue which the HSE was involved and required information on a plant search.

An instruction was requested for all users to be given guidance on the above and the Area Meeting Chairs would be asked to raise this matter at the meetings. **Action – Secretary**

2bi. Terms of Reference

The previously circulated draft Terms of Reference was taken as read with the following comments: -

- The Commissioner indicated that the draft was not too prescriptive but laid down the general operation of the Steering Group.
- The Commissioner had recommended the membership in the draft which he considered to be required without being too large which was liable to be counter-productive. Issues which needed more extensive discussion could be dealt with by working groups with suitable membership from the Community.
- The Chair and RAUC(S) Co-Chairs could review the existing membership and the proposed membership and arrange accordingly. **Action – Chair / RAUC(S) Co-Chairs**
- The Secretary indicated that Zoey Leach was receiving the meeting papers in place of Gregor Stirton.

3. Management and Operation of the SRWR

a. Quarterly Management Report

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

- SAT is due to test the new software on 26th February prior to the rollout on 1st April 2018
- The Mobile Device App for Works Promoters (Actual Start, Works Clear & Works Close on site) is now in the Alpha phase testing. Volunteers from form 2 S.U.s and 2 R.As have the App installed and are testing high level functionality.
- The new service will make use of a new suite of domain names for access, all ending in *.srwr.scot* and all Organisations should test these using the instructions which have been circulated.

- Clare Gordon has replaced Brian Wilson as Chair of the SAT. Brian has been Chair since 2011 and is thanked for all his service. Brian is continuing as a member of the Team.
- Fraser Smith has volunteered to join the Team to Represent the WOS Area.
- User Forums to introduce the new version of the SRWR have been arranged for dates between 27 February 2018 and 15 March 2018. Details on how to book places have been circulated. Spaces are limited to 24 at each venue so organisations are being asked to manage who they wish to attend. Should the events be oversubscribed additional forums will be organised. Please let I.R have attendance requirements a.s.a.p.
 - Invoices for the Prescribed Fees and Amounts will be issued for 1 April 2018. I.R. can provide an estimate of the Fee. If a purchase order is required, details should be passed to the OSRWC.
 - Concurrent Usage – The level of usage is still at a satisfactory level and is a good response from the Community.

b. Quarterly Operational Report

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

- There were no recorded Outages within the period.
- There had been a problem accessing the map facility, but a fix is being tested prior to being rolled out to the users.
- New URLs for the SRWR are as follows: -

Old	New
https://srwr.symology.net	https://live.srwr.scot
https://srwrtest.symology.net	https://test.srwr.scot
https://srwrnsg.symology.net	https://nsg.srwr.scot
https://srwrvault.symology.net	https://vault.srwr.scot
https://srwruat.symology.net	https://uat.srwr.scot
https://srwrtrain.symology.net	https://train.srwr.scot

The existing URLs will operate until the end of September 2018.

All Organisations should check that their IT systems and interfaces will accommodate the new URLs.

Action – All Organisations

- SAT will be given an opportunity to view the current development of Aurora and will have the opportunity to provide input. The development is progressing quickly and it will be demonstrated to the SRWR Steering Group.
- Training Programme - The next scheduled training is planned to take place between Tuesday 20th and Thursday 22nd March as follows:
 - 1 x SRWR Introduction for Roads Authorities
 - 1 x SRWR Introduction for Works Promoters
 - 1 x SRWR Advanced Noticing
- Archiving

A substantial clean-up process has been performed on the SRWR. This was done to allow changes to be implemented that are required for the new contract period starting in April 2018, as well as assisting in maintaining system efficiency and ongoing performance.

Because of this exercise, some records were archived from the Live Database into a separate Archive Database. This includes:

 - Closed works that were completed more than 10 years ago.
 - Records on which work on-site has never been started and are more than 2 years old.

- Plant Information Requests that have expired their validity period.

It is still possible to access details of these records using a familiar range of general enquiries (LA search, Location Search, Promoter search, etc.) on the Archive Database, although it is no longer possible to apply any further updates to the records. The enquiries are available via the normal menu tree "Street Works/Street Works Utilities/Access Archive".

Please note no data in the Licences and Events module has been archived.

The intention going forward is to repeat the archiving process once a year during the Christmas and New Year period.

F.McI. indicated that Scottish Water had lost some 3000 inspection records which can not be accessed or actioned. Some are from 2015 and some records were in the decline stage which needed to be actioned. It is likely that the R.As will be unable to progress any action on these records. The agreed process was to deal with records over 10 years old. F.McI. will pass the data to Symology in order that it can be investigated. This problem may affect others. **Action – F.McI / M.B.**

There should have been a facility built in that would have allowed only records which were not dealt with and closed to be cleared.

The problem of dealing with the "To Do List" and clearing Records which are not to be progressed must be passed to RAUC(S) to get the message out to the Community. There is a need for an Advice Note on maintaining and clearing relevant records from the Register to avoid this build up which requires a system cleanse every few years and the associated problems which it creates. **Action – Co-Chairs / OSRWC**

R.As have an ongoing problem with having to re-inspect defects which have been passed to S.U.s but are not receiving attention. Glasgow City prepared a report which indicated such sites. This was submitted to the Local meetings and did appear to have some success in getting action.

Symology could set up a standard report but they would need a set of parameters to create it. **Action – Symology / C.G.**

The provision of a start date for the repair would allow the R.As to carry out an inspection if they considered it was required. The Committee suggested that this matter be remitted to the Inspections Working Group to consider. **Action – I.W.G.**

M.B. will provide a backlog report which he has previously passed to I.R. when dealing with this problem. **Action – M.B.**

M.B. and I.R. with the input from F.McI. and C.G. will review the problem and consider processes and instructions to be used to deal with record / "To Do List" management for various categories of Notices. **Action – M.B. / I.R. / F.McI. / C.G.**

J.S. indicated that there had been a problem with Ghosting in the mapping layer. Symology were aware of this problem and it was due to other actions which had been carried out. If the problem persists it should be reported to the Help Desk so that it can be investigated.

b. Training Update / User Forum

See the information on the March Training courses as above.

4. VAULT

a. Future Development

The SRWC indicated that he would like to see the recording of data on VAULT made mandatory.

b. Vault Scorecard

The previously circulated Report was commented on as follows: -

- Vodafone have submitted their first set of data, but it has not yet loaded.
- Virgin Media are likely to submit data in the near future. V.M. would like to revise data every two months. This is already being discussed in England and Northern Ireland. F.McI. suggested that for VAULT to be the prime source of data the Uploading period should be reduced to 4 weekly.
- Scottish Water had changed their internal mapping system which had created a problem with the upload of their data.

5. Gazetteer Group

a. Gazetteer Update Submission Report

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

- A request was made for the introduction of amber to indicate that data was supplied but a problem had delayed the upload. **Action – I.R. / Symology**

b. Gazetteer Group Highlight Report

No issues were raised under this Item, but should there be any queries they should be passed to I.R.

6. SRWR System Assurance Team

a. SAT Report

The previously circulated SAT minutes for the meeting held on 6th February were taken as read with the following comments: -

- There was a need for good housekeeping on the “To Do List”
- It appears that the FPN Advice Note No.16) is not being followed.
- C.R. 310 – SAT considered this was not a problem and Symology had agreed to provide a prompt to guide users.
- C.R. 599 – CityFibre want to inspect and record the results on the Register. This is to be applauded and will be accommodated.
- C.R. 604 – Works extensions without agreement. These should be treated as over-runs.

There appeared to be a problem in some cases where a site was closed after an over-run and an extension is then requested. There was a need to be able to check where Extensions had actually been approved.

Symology thought that there may already be a report which can be run, and they will check and advise the Members. **Action – M.B.**

- C.R. 606 – Carrying out too many CAT A Inspections too early in the year resulting in the inability to report and improve on performance through the rest of the year. The suggestion was to provide a flag to warn that the allocation was about to be reached. This would need to be used in conjunction with a Quarterly target.

Anticipated problems are: -

Where a Council has more than one operational area some arrangement would be needed within the target for each Area.

A smaller S.U. may carry out all their programme in one or two Quarters leaving no sites to inspect in the rest of the year.

Sites for CAT A inspections are always hard to locate and it is often the arrangement to inspect all sites as they are seen.

Symology will consider this problem and report back to SAT and the SRWR Steering Group. **Action –**

Symology

The remit to the Inspections Working Group will stand.

- There is some confusion about the Contact to be provided on Notices for Section 109 Permits. This may be a matter for the R.A to decide i.e. R.A. could be the Contact, The Contractor carrying out the work, or the person who raised the Permit.

This may be a problem which will be dealt with under Open Data.

It was noted that Elgin has icons for the likes of scaffolds. This could be useful for locating obstructions where there is no Permit applied for or issued.

The Committee agreed that this be remitted to the Permit Module Working Group. **Action - Permit Module Working Group.**

- Symology intimated that accommodating filtering could affect the setting up of the system.
- The Team had been impressed by the demonstration of Aurora. They suggested the inclusion of a spell checker. Symology were asked to provide a demonstration at the User Forums.
- IR is drafting a policy describing which notices should be received by organisations and the areas of interest which should be set up. The opinion of the SAT was in line with previous advice given by John Gooday i.e. that should an organisation have apparatus in the road, or plan to work in the road in the near future they should have their areas of interest set up to cover that road. If there were any concerns / suggestions, they should be passed to IR. The Steering Group noted the proposal and agreed that they would await the draft from I.R. then comment as necessary. **Action – I.R. / SAT / Steering Group**
- The SAT minutes for the last two meetings have been updated to include details of the change requests discussed. It is hoped this will meet the SRWR Steering Group request.
- The SAT discussed the register of Change Requests and agreed to review the content and comment on the need for each Low Priority record. On the basis of the review the ones which are considered redundant would be archived.

b. Change Requests

The previously circulated papers were covered in Item No. 6a above.

7. Scottish Road Works Commissioners Report

a. Changes in Legislation

The Commissioner indicated that the drafting of the Bill was ongoing with the Consultation Responses being fed into the process. The Quality Plans must be drafted to achieve an improvement in Quality and not simply a tick box.

8. RAUC(s) Remits

a. Recording Short Term Works on High Speed Roads

There were no remits from the last RAUC(S) meeting held in December.

9. SRWR System

a. Diversionary Works

The development is ongoing.

c. System Implementation

Testing with SAT will be carried out on the 26th February.

Symology are recommending a change of the maps used on the system. It was noted that there are plusses and minuses in the change, but it was agreed that the change would be made and agreed with the OSRWC. **Action – Symology / OSRWC**

Defective Apparatus list agreed at the last meeting will be used in the new version of the Register. The facility will be demonstrated at the User Forums, but a guidance note can be provided if required.

10. A.O.C.B.

a. Retiral of Jim Clegg

Jim indicated that as he was retiring in May this would be his last SRWR Steering Group meeting. He thanked all for their support and hoped the work of the Group would continue as at present with mutual discussion and agreement. Alex on behalf of the Group and the Community thanked Jim for all his input to the operation of the Register.

At the next RAUC(S) Meeting efforts would be made to appoint a new R.A. Co-Chair who would then automatically be appointed to the Group.

11. Dates of Future Meetings

The next meeting will be held on: - Thursday 24th May 2018

Venue: - Thomson Room (Room 6), Scottish Government Offices, Victoria Quay, Edinburgh, EH6 6QQ

The Future Meetings will be held on: -

August Meeting

16th August 2018

Venue – Room No. ?, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw,
Glasgow, G2 8LU

November Meeting

22nd November 2018

Venue: - Thomson Room (Room 6), Scottish Government Offices, Victoria Quay,
Edinburgh, EH6 6QQ

The meeting closed at 13.55