

# SCOTTISH ROAD WORKS COMMISSIONER

## Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 22<sup>nd</sup> August 2019 in The Fleming Room B, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

**Present:** -

Angus Carmichael	Scottish Road Works Commissioner	A.C.
David Armitage (Chair)	Aberdeenshire Council	D.J.A.
Mike Bartlett	Symology	M.B.
Jane Dunlop	Office of the SRWC	J.D.
Clare Gordon	Scotland Transerv	C.G.
Darren Grant	SSE	D.G.
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.
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**Apologies:** -

Jim Forbes	CityFibre	J.F.
Darren Grindell	Symology	D.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 Fleming Room A, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU on Thursday, 23<sup>rd</sup> May 2019 were agreed as read.

b. Matters Arising

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

bi. App Questionnaire Results

I.R. reported on the App Questionnaire as follows: -

- Those using the App and who responded to the Questionnaire were generally pleased with what it provided. Comments were in the main constructive and provided useful information.
- 1 R.A. indicated dissatisfaction across the board. They will be contacted to get a fuller picture of their return.
- I.R. was asked to consider reopening the survey to pick up on those who had not responded. To see if it is worth reopening the survey I.R. will check who did not respond and compare it with the list of users which Symology had provided.

**Action – I.R.**

- I.R. will raise Change Requests where required to deal with problems. **Action – I.R.**
- F.McI. indicated concern that the source of the Inspection Report was not provided and it required the record to be investigated to get this information. F.McI was asked to provide a Change Request to have this matter investigated.

**Action – F.McI.**

bii. Notes from Permissions & Consents Working Group

The previously circulated Notes were taken as read with the following comments: -

- The Group are meeting in a week and will review the standard versions of the Permissions which have been created. If the Group agree with the Permissions I.R. will take them forward with Symology.
- Information on the charges for the permissions will be added in a free text field by the R.A. issuing the Permission. This allows for a calculation of the cost to be made and recorded on the Permission. An automatic data provision would be difficult to provide.
- The system will provide what was available in the Module and will be able to be modified if required once in use.
- The Secretary was asked to retain this Item on the Agenda. **Action - Secretary**

**3. Management and Operation of the SRWR**

a. Quarterly Management Report

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

- The Fees and Amounts invoices had all been paid. One of the S.U.s had only recently paid following the threat of a penalty being levied on them.
- SAT had agreed 2 Aurora Testing days per month in September and December. This may need to be supplemented by testing in February.
- Training for Operator transition to Aurora was programmed for February, March and April 2020. This will be 11 free online modules which must be completed and passed before access will be granted to the system.
- The proposal is to provide the ongoing training modules using eLearning Modules available to all Operators free. The cost of the modules would be met from the

Fees and Amounts and spread across the Community. The Users would be able to go online at any time and study one of the Modules.

- The share of the costs over the Matrix has still to be agreed. There is some concern that the Organisations with a high use of the Register will meet the greatest share of the cost. Some of these Users have a stable staff and are therefore not requiring the Modules as much as an Organisation which has a regular turnover of staff.
- Ignoring the training costs, the Fees will have to rise next year. Draft estimates of the fees should be made available as soon as possible to accommodate budget preparation.
- All Operators who successfully complete a Module will be awarded an eCertificate.
- All new users will require to successfully complete the first three Modules before they are given access to the system.
- The Training costs have still to be agreed but they will cover the initial development and the ongoing maintenance to accommodate course improvement and changes to codes, legislation etc.
- The use of the Modules will reduce in time, but they will always be available.
- Three new S.U.s have been added to the Matrix. They are: -  
Solway Communications – Working in the SW of Scotland.  
Lothian Broadband – Working in the Lothians.  
Premier Transmission – Working in Dumfries and Galloway.
- The Transfer of the Gazetteer to Improvement Services has commenced but due to a problem the Symology Validation is being used on the current upload. This should not be required on the next upload. The migration costs etc is being met by Improvement Services.
- The Service Reports were taken as read.
- There was an I.T. problem on the last course which was run. It affected 12 attendees and they had to share workstations one between two. This is being dealt with and as it was the last scheduled session it should not be an ongoing issue.
- The Concurrent Usage remained at a satisfactory level.

#### b. Quarterly Operational Report

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

- Version No. 3.7.3 was successfully rolled out on 3<sup>rd</sup> June. This was a maintenance release to primarily keep the Register on the latest software. Version No. 3.7.4 will be released on 18<sup>th</sup> August with the same purpose. The SRWR is due to have its mapping upgraded to ESRI ArcGIS 10.5 on w/e 20<sup>th</sup> September. This is to ensure third-party product compatibility and security.
- The SRWR Mobile Apps are due to be upgraded sometime during September to provide the following features:
  - 64-bit versions of all Apps.
  - UD2 and UD3 Inspection Types.
  - Updated Defect Message wording as agreed with SRWC.
  - Facility to broadcast messages to Mobile App users (in preparation for Aurora rollout)

There will be new versions of the Apps for Aurora and Mobile App Users will need to have sent all transactions BEFORE Insight is switched off. Messages will be sent to App users in advance to warn them that they need to upgrade their App before they can connect to Aurora.

Primarily the Aurora App update is to enable compatibility with Aurora instead of Insight.

There are, however, two additional features being provided:

- Downloading of data (works/inspections) will be limited to the User's OD Group.
- Permissions / Consents inspections will be available to be recorded via the App.

Windows 10 versions of the Mobile Apps have been removed on the basis that there is currently no user demand for the Apps on the platform.

F.McI indicated that there was no accept / decline button and the Inspection remains on the Task List. This matter is being dealt with in Aurora.

Prospectively Maintainable Roads needs to be accommodated by the App by dealing with 998 records.

Private Roads need to be taken back and dealt with out with the App process. Symology will deal with the wording for this classification. **Action – M.B.**

D.J.A. is developing clauses to be used in the Construction Consent process to ensure that all S.U.s have the opportunity to install their plant in the road prior to the final wearing course being laid to avoid reinstatement to the new road immediately after adoption.

- The previously circulated sample programmes for the training courses were taken as read with the following comments: -
  - The transition courses will not have references to codes, legislation etc.
  - The online courses allowed for breaks / pauses to deal with issues which may arise.
- Prior to the Aurora migration there will be a rationalisation of the Task list with Items over 3 months old which do not have a follow up action being removed i.e. if you can tag clear. If it is a reminder of an action it will migrate e.g. FPNs awaiting assessment. SAT will be asked to review this process in their audit of Aurora. **Action – SAT**

This process will be added to the Reports given at the Area Meetings. **Action – I.R.**

A note will be added to the Register front page to warn Users that the rationalisation is to take place.

- The User Log Ins need to accommodate Contractors who have access to the Register and work for more than one S.U. When working in the Register they must not be able to submit actions for the wrong S.U.

There were various options and M.B. will produce a paper which will be circulated indicating these and the preferred solution. All should check the recommendations and make comment. **Action – M.B. / All**

- **Areas of Interest**

The Committee noted that the Operational Areas e.g. Areas of Interest would change in Aurora and required action by all Organisations.

All should review their Areas of interest and submit the required data to Symology. There would be a view area available as a last resort, but it would be the Organisation's Area with a small buffer zone to accommodate boundary accuracy

The new facility will allow for the recording of the Area affected by an Organisation or Sub Organisation there off. Routes of roads or plant can be recorded.

The change will affect the S.U.s, R.As and Transport Scotland and all will be asked for their submission. Symology / I.R. will provide assistance where requested.

A set of instructions / guidance is being drafted and will need to be checked by SAT members and I.R. before it is issued via the Commissioner's Office. D.J.A. offered to do a check on the instructions before they are issued. **Action - M.B. / D.J.A.**

Responses and instructions from the Organisations is needed as soon as possible.

- The Inspections App is being used by about 25% of the Community so there is a need to promote it with those who are not yet using it.

c. Training Updates

Covered in previous discussion.

ci. Aurora – Training Proposal

Covered in previous discussion.

#### 4. VAULT

a. Future Development

Except for Aurora, there were no future developments currently under consideration.

ai Meeting Note - Vault Symbolology

The previously circulated paper was taken as read and agreed.

I.R. and M.B. will discuss the proposal and agree the way forward to introduce the concepts. **Action – I.R. / M.B.**

Where a duct has plant inserted belonging to another S.U. both i.e. duct owner / asset owner should be recorded in VAULT in order that any damage can be reported to all affected parties.

I R. will update the VAULT FAQ schedules to cover the revised procedures with future consideration being given to the provision of an Advice Note. **Action -I.R.**

aii. Recording Abandoned Plant

The Committee agreed that abandoned plant must be recorded on the date this happens or when it is discovered. This is required by Legislation. In England and Wales a field is available for recording Assess Use Status.

There was some concern about locating more than one item of plant in the location of the site. Which is the abandoned item? On all sites, Safe Digging including the use of a CAT

should be used and if in doubt potential owners should be contacted to assist in coming to a safe decision.

Symology were asked to provide an additional status for submissions. **Action – M.B.**  
This matter should also be covered in the FAQ Schedule. **Action – I.R.**

b. Vault Scorecard

All Organisations should keep their data up to date and while the first submission can have problems, subsequent uploads should be straight forward. This message should be spread via the Area Meetings, Performance Reviews and other meetings where relevant. M.B. indicated that Symology send out a reminder ahead of each upload date. The provision of plant data to VAULT may become mandatory as part of the Transport Act.

B.P., Shell and Ineos FPS all have plant which should be recorded. Efforts to ensure this happens will continue.

SGN and Scottish Water to date have never recorded service connections. The Commissioner suggested that should be considered for the future as the length of some connections were quite long.

**5. Gazetteer Group**

a. Gazetteer Update Submission Report

- A revised Report will be circulated. **Action – I.R.**

b. Gazetteer Group Highlight Report

- The previously circulated draft minutes of the last meeting held on 9<sup>th</sup> May were taken as read.

**6. SRWR System Assurance Team**

a. SAT Report

The previously circulated Minutes of the SAT Meeting held on 2<sup>nd</sup> April taken as read.

The Team continued working with Symology on the Aurora development and two days were agreed in both September and November. The team is at full complement with a high standard of representation.

Traffic Management Recording

Notice types and responses created are not always correct. This is an offence and needs to be reviewed. The Commissioner indicated that he may review this matter.

Standard works should be set up in line with Minor Works although this is not required by the code.

The Commissioner reviews issued Notices and raises issues with Organisations which are not up to standard. I.R. and C.G. will discuss this matter. **Action – I.R. / C.G.**

b. Change Requests

There was no discussion on the C.Rs

## **7. Scottish Road Works Commissioners Report**

### **a. Changes in Legislation**

The Commissioner indicated that the draft Bill was now in Stage 3 which was likely to be completed by Christmas. If the programme continues as is the Act should be laid in June

K.Q. has been appointed to a post in the Scottish Government to work on the Bill.

## **8. RAUC(s) Remits**

There were no remits submitted by RAUC(S).

## **9. SRWR System**

### **ai. Inspection Prompts and Follow Up**

I.R. met with Jim Watson (P&K Council) to discuss the items which he had raised about the performance of the App.

Comment was made that not all Operatives have access to Register. Once Aurora is available this situation is likely to change.

The other issues required development of the App to provide the facilities which J.W. considered it should provide. These items are expanded on in the next Item.

### **aii Inspector App Change Requests**

The previously circulated paper containing the prioritised proposals was taken as read with the following discussion.: -

#### **Priority High**

The Inspectors App Recording results does not clear prompts or prompt for new inspections correctly. The prompts should be as described in the document 2019.06.03 Inspection Prompts and Follow Up.docx (available from iain.ross@srwc.gov.scot)."

The C.R. has been created and Symology are reviewing the App and Aurora to set them up to complete the processes as required.

SAT will work through the changes with Symology.

#### **Medium**

The three items are summarised as follows: -

"Could we have the ability to clear inspection prompts while using the Inspectors App?"

"Could we have the ability to create inspection prompts while using the Inspectors App?"

"Would it be possible to include the history of the works, including all previous inspections, when viewing works in the Inspectors App?"

The view was that the addition of these requests would overload the Apps and make them less efficient. The information requested will be available on Aurora so can be accessed on site if required.

Comment was made that not all Operatives have access to Register. Once Aurora is available this situation is likely to change.

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

a. Proposed SRWR S.G. Meeting Dates for 2020

The dates for the meetings in 2020 were agreed as tabled.

b. Organisation Codes

The Codes allocated to the R.As for their Gazetteers are currently managed by the Commissioner however he has agreed that in future Improvement Services will take over the task.

The Steering Group noted this change.

**11. Dates of Future Meetings**

**The next meeting will be held on: - Thursday 21<sup>st</sup> November 2019**

**Venue – The Fleming A Room, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU**

**The Future Meetings will be held on: -**

February Meeting	Thursday 20 <sup>th</sup> February 2020
May Meeting	Thursday 21 <sup>st</sup> May 2020
August Meeting	Thursday 20 <sup>th</sup> August 2020
November Meeting	Thursday 19 <sup>th</sup> November 2020

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

The meeting closed at 15.30