SCOTTISH RO△D WORKS COMMISSIONER

Scottish Road Works Register Steering Group

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

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.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.

In Attendance: -

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

Apologies: -

Jane Dunlop	Office of the SRWC	J.D.
Clare Gordon	Scotland Transerv	C.G.
Owen Harte	Virgin Media	O.H.
Brian Wilson	Scottish Borders Council	B.W.

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 Glennie Room, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU on Thursday, 23rd August 2018 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.

2bi.   Terms of Reference

The draft Terms of Reference were agreed as circulated.

2bii   Policy for receiving Notifications

The proposal required to include for Defect Notices. The paper will be revised and circulated in two weeks. All should review the revised paper and submit any comments to I.R. / M.B. The proposal will be submitted for the approval of SAT in January which will allow the rollout of the Register facility.   **Action – I.R. / M.B. / All / C.G.**

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

a.   Quarterly Management Report

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

- The facility to provide Performance Reviews direct from the Register goes live on 10th December.
- Both the Promoters App and the Vault App are now live.
- The Inspections App is currently under test.
- I.R. has been giving presentations at the Area Meetings on the Apps.
- A User Guide is available and further demonstrations on using the Apps are available.
- A Super User meeting will be held in both Edinburgh and Glasgow on dates to be finalised as soon as possible in February. The topic of the meetings will be a demonstration of the available version of Aurora. Booking will be available for 1 to 2 Representatives per Organisation.
- The Draft Fees and Amounts Matrix is available. At present it is based on the number of Notices issued in 2017 / 18 but is sufficient to give guidance for Budgeting purposes. The trend of the rates are as up to 2016/17
- North Connect has joined the Register for works in the North East.
- Gamma may drop out of the Register with their asset transferring to another S.U.
- The Register performance statistics are as published in the Report.

b.   Quarterly Operational Report

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

- Version No. 3.7 went live during the quarter. It contained mostly technical additions and fixes.
- The Daily Whereabouts mapping layer had been a source of problems for 2 or 3 Organisations. This had now been rectified. Road Works On Line had not been affected by the problem.
- The Promoters App and VAULT App are now both live on all platforms. The Inspectors App is currently being tested. The android Apps version are being set up to work predominantly on Android 5. As Android is developed and new versions are introduced the Apps will be set to the relevant version. This will be monitored in case it turns out that there is a large number of users on the post Android 5 version the Apps may have to be reset.
- Transaction Alerts have been introduced. D.J.A. had not been aware of the facility until recently when it was used to deal with Notices being raised on a section of road which had reopened following major repairs and was in the process of being recategorised to be Special Engineering Difficulty status.

- VAULT was now capable of bimonthly uploads. All must note that they must not change file names. Virgin was now providing data to VAULT.
- Currently Symology provides a Web Services API to allow transactions to be **sent into** the SRWR, though it is not currently in use by any organisation.

  The current API uses SOAP Web Services. As part of the transition to Project Aurora, it is very likely to migrate to REST Web Services. This is an advance heads-up to any organisation considering implementing Web Services over the next year or so.

  Scottish Water had recently changed their IT Provider so there may have to be discussions with Symology if there are problems.
- The last scheduled training which took place in Scotland between Tuesday 23rd and Thursday 25th September comprised: -

  • 1 x SRWR Introduction for Roads Authorities
  • 1 x SRWR Introduction for Works Promoters
  • 1 x SRWR Advanced Noticing
- The most recent SAT meeting was held on the 18th September and included a discovery session to validate user roles and to discuss required dashboard widgets and alerts. The group provided valuable input and Symology is pleased to receive the feedback.

  A further Super User Group meeting is planned for 9th January following the next SAT meeting to discuss super user features within Aurora.

c. Training Update

The last scheduled training took place in Scotland between Tuesday 23rd and Thursday 25th September. It was fully subscribed.

All interested in future training should contact I.R. in order that he can set up a future programme.

Aurora Training

Three stages were proposed: -
Seminar – General overview
Classroom Training – smaller groups with hands on experience
Larbert Training – Aimed at one or more Organisation

There followed a discussion on how to rollout the training either using the above or an alternative:

- Superusers should be used within Organisations to roll out the training. The Superusers are key to spreading the knowledge of the system and answering queries.
- Web -Ex training should be considered using online tutorials with an exam at the end to ensure the trainee had the competency to proceed.
- There is a need for a record to be available to indicate who is trained and at what stage they are competent. When the Superuser is happy with the operators performance on the Web-Ex process they would be allowed access to work on the Register.
- There may be a need to have different training levels to deal with say read only users.

- Although Aurora is in line with other contemporary systems and should not be difficult it pick up however it is very different from the existing system.
- A suggestion was made that about 70 Superusers would meet the requirements of the Community. They could be trained at one day intensive courses at Larbert.
- Access to the test site could be provided to operators to give them pre-access to Aurora. This was not a replacement for training which the operators need to attend.
- Some Organisations may be able to provide a training room with web connected work stations.
- While there would be some of the training costs absorbed there is likely to be a cost to the Community in course fees. The suggestion was made that a basic number should be trained free with others requiring to pay a fee.
- D.J.A., A.R., F.McI., J.S. and I.R. would meet to discuss this matter and develop a strategy.   **Action - D.J.A. / A.R. / F.McI. / J.S. / I.R.**
- I.R. will make a check on the number of Superusers to receive classroom training.   **Action – I.R.**
- The Seminars could accommodate 50 to 100 delegates. The seminar could also be provided on line.
- Hints and advice could be provided on the log on page.
- Symology were asked to provide their proposal for the training based on the above.   **Action – Symology**
- Sub Group to meet and provide their recommendations by mid-January. **Action - D.J.A. / A.R. / F.McI. / J.S. / I.R.**
- Symology to submit costs to the next Contract meeting in February. **Symology / O.S.R.W.C. / D.J.A.**
- Agree the final training programme at the SRWR Steering Group meeting in February.   **Action - SRWR Steering Group**

4.   VAULT

a.   Future Development

All Organisations need to be on board and up to date with encouragement where needed. It is likely that the Transport Bill will make the provision of data mandatory. The Committee was pleased to note that Virgin Media was now submitting data to VAULT.

The Symology W.G. was asked to review their previous Report and update as required prior to submitting it to the Steering Group. On the App the lines are quite thick in relation to the road and it is sometimes difficult to assess where the plant was located however in the middle of the night during an emergency it was an ideal tool to give operatives a guide to the plant in the road.   **Action – A.R. / K.Q. / I.R. / One Other**

The danger level of the item of plant needs to be shown. At present it is provided in the data box but there needs to be greater clarity especially on say high pressure gas mains. A warning symbol could be used which would pop up when the cursor was hovered on the line. Optional Symology could be provided and the S.U. could adopt its preference.

An extra mapping layer could be provided to show only the dangerous assets.

The main issue is that VAULT becomes the prime source of plant data with all information provided as soon as possible.

b.   Vault Scorecard

This Issue dealt with in Agenda Items above.

Virgin has now been upgraded to green in the Report.

5.   Gazetteer Group

a.   Gazetteer Update Submission Report

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

- The data being provided has improved.
- The Aberdeenshire problem should now have been resolved.
- There were "No Update This Quarter" submissions in the last period.

b.   Gazetteer Group Highlight Report

- The Gazetteer Conventions review is ongoing.
- A request was made for details of the road construction materials to be recorded to assist S.Us when they were planning works. This would be difficult to provide as it is unlikely that the construction materials are known. Details of special surfaces or construction were already provided as sites of special engineering difficulty.

  It was noted that this information may be required in the English Gazetteer.

  I.R. will discuss this request with the Working Group.

  An S.U. Representative could be co-opted to the Group if the subjects being discussed affected them.

  The SCOTS asset management facility may be able to feed information into the Gazetteer at some point but it may be a with a health warning.

  The construction data is likely to be very sketchy as roads have been resurfaced / surface dressed over years and no records have been kept so at best it may only be a guide to the top surface which can be recorded without coring. Some R.As are coring to record the use of coal tar so they may have details of the construction. Where coal tar is located the road is being recorded as a site of engineering difficulty.

6.   SRWR System Assurance Team

a.   SAT Report

The Team continued working with Symology on the Aurora development. The last meeting looked at Aurora for half the day and C.Rs for the other half.

Fraser Smith Argyll and Bute has changed his job so has stepped down from SAT. Caroline Auld East Dunbartonshire will now represent the SW Area and C.G. will represent the WoS Area. Stacey Clabby – SGN has been replaced by Linda Balmer of //////
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Representatives on SAT should have a good knowledge of the operation of SAT from hands on experience.

b. Change Requests

There were no C.Rs to discuss.

7. Scottish Road Works Commissioners Report

a. Changes in Legislation

The Commissioner indicated that the draft Bill was laid in June and the Committee hearings were now completed. The next stages will be as follows: -

Stage 1 completed by Christmas
Stage 2 Completed by the end of May
Stage 3 over the summer to prepare the Legislation for Royal Assent.

8. RAUC(s) Remits

a. Sample A Progress Report

This Item should now be removed from the Agenda.   **Action – Secretary**

The Commissioner commented on the performance in this Category. He was concerned that R.As were carrying out Cat A Inspections but had no failures which did not appear possible form his observations on signing, lighting and guarding. He was looking for Inspectors to carry out and report inspections in accordance with the code.

The Committee noted that photographs of sites with operatives in them may be an issue with GDPR. A suggested was made that the access to the photograph be restricted to the R.A. and the relevant S.U.

9. SRWR System

a. Diversionary Works

This topic was dealt with previously in the meeting.

b. SRWR Mobile Inspection App – Download Rules

The previously circulated paper was taken as read with the following discussions: -

- There was an issue with the App not checking the failure reasons against the Inspection Category.
- The possibility of a validity check is being considered.
- At present Unattributable Inspections cannot recorded. The remedy to this may not be a quick solution so may have to be added in due course to avoid the App being delayed.

   If there is a Notice already on the Register a defect can be raised.

   The Committee agreed that the App should be released with the Unattributable Works added as a second phase.

c. SRWR Works Promoter Defect Inspections

J.F. indicated that the facility was looking good. He commented that where a core fails and the Contractor accepts the requirement for a reinstatement there is no facility for a follow up notice. He requested that a modification be made.
The R.A can still inspect these sites but should not raise a defect against them until the 17 days have elapsed.

The Inspection indicator is random on the S.U. sites.

M.B. and J.F. will discuss this matter and prepare a solution for the follow up provision.

The Inspections Working Group should be advised of this matter and any solution created.

d. Digital Uploads for "Potential Works" into the Register

Dealt with in a previous Item.

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

a. SRWR Steering Group Meetings 2019

The Committee had some reservations about Victoria Quay because of the travel time to town centre and the airport. It was suggested that The Government Offices at Broomhouse would be better or if Register House had an alternative meeting room to the Dome that should be considered. If any of the Utilities had a suitable venue they should raise it with I.R.

Atlantic Quay was a better option to Victoria Quay.

I.R. was asked to review the options and advise the Committee.   **Action – I.R.**

11. **Dates of Future Meetings**

The next meeting will be held on: **- Thursday 21ˢᵗ February 2019**

Venue – Glennie Room, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

The Future Meetings will be held on: -

May Meeting	Thursday 23ʳᵈ May 2019
August Meeting	Thursday 22ⁿᵈ August 2019
November Meeting	Thursday 21ˢᵗ November 2019

Venue: - The meeting venue for the 2019 meetings is still to be agreed.

The meeting closed at 14.30