

SCOTTISH ROAD WORKS COMMISSIONER

Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 13th
May 2021 on MS TEAMS

Present: -

Kevin Hamilton	Scottish Road Works Commissioner	K.H.
David Armitage (Chair)	Aberdeenshire Council	D.J.A.
Mike Bartlett	Symology	M.B.
Clare Callaghan	Scottish Water	C.C.
Jim Forbes	CityFibre	J.F.
Darren Grant	SSE	D.G.
Julie Greig	SGN	J.G.
Darren Grindell	Symology	D.Gri.
Ian Jones	Fife Council	I.J.
Fiona McInnes	Scottish Water	F.McI.
Andrew Matheson	Virgin Media	A.B.
Iain Ross	Office of the SRWC	I.R.
John Scougall	North Lanarkshire Council	J.S.

In Attendance: -

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

Clare O'Brien	Argyll and Bute Council	C.O'B.
Alex Rae	SGN	A.R.
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 on MS TEAMS on Thursday 18th February 2021 were agreed as read.

b. Matters Arising

The comments on Matters Arising from the previous meeting are recorded on the Action Tracking Summary with extended discussion as below: -

20th August 2020

10a - A.O.C.B. - Inspections - Compatibility with the New Inspections Code-

The meeting was held, and the C.R. revised accordingly. Item can be Closed

19th November 2020

9a - SRWR System - SRWR Training

J.G. indicated that she was not available to lead a Group. Various suggestions were made including the use of the K Hub and chat pages. There was a concern that operating a Chat facility on the Register would have GDPR implications. I.R. suggested the use of Slack Chat. I.R. will look at a framework and submit a report to the next meeting. **Action – I.R.**

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 Fees and Amounts invoices were issued for 1st April and 48 out of the 85 Organisations have paid. All should remember that the invoices must be paid by 1st June 2021.

- Support Desk

Symology have introduced a new telephone number for the SRWR Support Desk which is 0808 196 8341 (email to srwr@symology.co.uk).

All problems should be passed to the support Desk initially but if the response does not appear to deal with the enquiry it can be escalated to I.R. All should remember that the response from I.R. may be no different from that received from Symology.

- Webinars

Several webinars on various topics about the SRWR have been made available to the Community. The events to date have been well received. Suggestions for future webinar topics to be covered should be passed to Symology. Details of future events will be advertised on the [SRWR Aurora Portal news page](#).

- Sample Inspection Targets

The Sample Inspection targets on the Register are incorrect. R.As need to discuss the targets with the individual S.U.s and agree the sample for the new year taking into account potential changes in the level of works the S.U. anticipates for the year.

The R.A. must then post the agreed Target on the Register.

- VAULT

Vault is now being updated on a two-monthly cycle. The two monthly update has always been available but it is now a requirement to do so.

- Interfacing Third Party Systems with the Register

Tools are available to allow the SRWR to interface directly with works management systems. Any Organisation interested in interfacing should contact Iain Ross (via enquiries@roadworks.scot) and he will provide information on what is available.

- SRWR Service Report

The Group noted that the version of the Report which was previously circulated was for the period to March but had been updated to April which was the version which I.R. was commenting on at the meeting. I.R. summarised the Reports and indicated that any subsequent queries could be passed to him. A summary of the comments are as follows: -

- No major outages had been recorded.
- The number of outstanding calls to the Support Desk were satisfactory.
- Development of projects are progressing.
- Terms of Use – in future the box must be ticked to indicate acceptance. This is likely to be a one-off requirement which will only be repeated when the Terms are revised. This change is likely to be introduced in November.
- The Issues being Dealt With – Investigation / Discussion logging is being addressed.
- The use of the New User Training is increasing mostly on the Introductory Unit.

The Secretary was asked to revise the Agenda to indicate the Item will be dealt with by M.B. / D.Gri. at future meetings. **Action - Secretary**

b. Quarterly Operational Report

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

- There had been no significant disruptions since the last meeting. In response to a minor mapping issue relating to map exports M.B. reported some corrective action was performed. As a result of the remedial actions made, there had been some ongoing problems which affected access to some of the layers but this had been rectified.
- SRWR Software and Roadworks Website
Since the last Steering Group there has been a series of upgrade releases to the SRWR. These are generally on a 2 weekly basis and normally applied Live on a Thursday evening around 19:00. Each release goes into Sandbox beforehand, usually on the preceding Tuesday. Details of each release are documented on the News page within the Community Portal on <https://aurora-portal.symology.net/category/release-notice/> The following features have been provided in recent releases:
 - The default number of rows shown in the Export to CSV window has been increased from 100 to 1000.
 - The phase description has been added to the list of fields on the Notice Info card. This means that the previous phase description is shown when selecting a notice issued in that phase.

- The facility that shows a default function by the Function menu button has been removed. This will stop users accidentally selecting the default function when it is not always appropriate e.g. accidentally sending a Works Closed Notice, instead of a Works Clear Notice.
- Support for SDTF 4 Gazetteer Imports.
- SRWR Mobile Apps
In September 2021 some changes in Azure regarding certification will mean that the mobile apps will only run on devices using Android 7.1.1 (nougat) and above. To facilitate this change prior to September Symology plan to update their Google Play Store entry to prevent download on devices prior to 7.1.1. Therefore, from September any device prior to 7.1.1 running the SRWR Mobile Apps will fail to connect to the back-end SRWR servers.

Although Scottish Water and SGN will not be affected the change may affect some Organisations. The information will therefore be included on the Community Portals and on Webinars and on the SRWC News Letters.

Action – M.B. / I.R.

- Gazetteer Submissions
A good number are submitting their data on SDFT 4 but Symology will continue to support SDTF 2 for submissions in June.
- SRWR E-Learning
The uptake of the e-learning courses continues to increase especially around the Introduction to Aurora (Standard Course).
- SRWR Webinars
Symology has continued running a series of webinars to cover tips and tricks, best practice on use of the register and a summary of recent changes and enhancements. Five Webinars have been held so far and the feedback from the Community has been positive.

<https://aurora-portal.symology.net/category/srwr-news/training/>

Webinar 6 will take place on 26/05/2021 and will provide a tour of the Mobile Apps and a summary of recent changes and updates.

The Webinars will be filed in an archive and will be available for users going forward.

- SAT Meeting
The most recent SAT meeting was held on the 25th March 2021 where an outline was provided of the enhancements currently proposed for the Version 2 of the SRWR which is planned for release later this year. Key highlights include: -
 - Additional mapping zoom levels – down to 1:125 level.
 - New search parameters to restrict search results to a user map plot.
 - Feature to visually highlight on the map tagged items in a grid.
 - Plot a site on the map using the entered length/width.
 - Scheduled overnight grid exports.
 - Add contact addresses using postcode lookup.
 - Field level auditing of all updates attributed to user/date/time.
 - Grid filters support for the OR operator.
 - Doughnut widgets to replace bar chart widgets.

The next SAT meeting is planned for 18th May 2021 where further details of the v2 features, rollout and testing plans will be discussed.

c. Training Updates

The move to the online training has been of great benefit over the last year during the Covid 19 pandemic.

A report will be issued on training to date for the transitional users and new users. In due course an online Report will be available to indicate those who have passed the various units.

4. VAULT

a. Future Development

The Symbology Group met to discuss the development of symbology for recording plant on VAULT. The previously circulated report on the meeting was taken as read with the following comment: -

- The risk related to the item of plant would be indicated using 3 different line versions.
- Symbology suggested colours to be adopted. These were demonstrated on overheads and discussed. Issues raised included: -
 - District Heating needed to be a different colour.
 - There was concern about the resolution of the yellow lines.
 - There was concern about the different colours and the type of plant they were indicating.
 - The use of green was raised. This could be a problem for Red / Green Colour blindness. This would be where the use of the Information Box would be essential, and Users would need to refer to the information provided.
 - The Group had decided that the plant type was to be the priority.
 - The discussion on risk centred on the risks which the S.U.s already used. A guide to risk could be provided but the plant owner must be given the right to decide on the risk attached to their items of plant.
 - Indicating the danger (high pressure / voltage) to the operatives was paramount but other factors needed to be considered such as the service and costs.
 - I.R. will draft Items dealing with risk and colour into the FAQ for agreement. **Action – I.R.**
 - The final decision was needed on the colours to be used. This should be discussed with NUAR. The current standards must be taken into the discussions. The experience of O.S. in the use of colours and line type and they will be asked for the input.
 - Dots or symbols will be considered for indicating point items such as gullies and streetlights.
- The previously circulated VAULT FAQ had been circulated for comment. Any changes or suggestions should be passed to I.R. **Action - All**

b. Vault Scorecard

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

The Report has not been updated yet to accommodate the performance on the Two Monthly cycle.

Some of the new S.U.s have already provided plant data.

The requirement to provide data on Vault is likely to become mandatory in due course. Conversations are ongoing with Openreach.

5. Gazetteer Group

a. Gazetteer Update Submission Report

The previously circulated Report was taken as read.

The R.As on the red category have dealt with their problems so should be ok going forward.

The submission of updates in the SDTF 4 format has been a problem for some R.As. For the June revision Symology are accepting the data in the SDTF 2 format.

Transport Scotland now have a Gazetteer maintenance tool so will now be able to update their Gazetteers.

b. Gazetteer Group Highlight Report

The previous circulated Minutes of the last meeting were taken as read.

6. SRWR System Assurance Team

a. SAT Report

The previously circulated Minutes of the last two meetings and the associated papers were taken as read.

The number of C.Rs submitted to be dealt with had settled down.

Clare Callaghan will be Chairing the meetings while Clare O'Brien is on leave.

The next meeting was in the diary for Tuesday 18th May 2021.

b. Change Requests

The two C.Rs escalated to the meeting were discussed as follows: -

C.R. No. 709 – The Access to the Customer Service Portal.

Some changes had been discussed at the Contract Meeting and appeared to be satisfactory.

The Reference Number will now be quoted on all communications.

C.C. asked for a report to be provided which would indicate the status of all queries for a S.U.

This was not a straightforward report as reported problems are reallocated to various categories such as known issue where a work around had been provided. The list of actions is updated on a two weekly timetable. C.C. and D.Gri. will discuss this request offline.

Action – C.C. / D.Gri.

There is a table included in the Quality Reports which may provide some information. If a request is recorded as a PEaR (Problem, Enhancement or Request) it does not have a status.

The Contract Meeting agreed a solution and I.R. / M.B. will discuss it taking on board the above discussion. **Action – I.R. / M.B.**

The C.R. will remain with the SRWR pending the I.R. / M.B. discussions and the report back to the next meeting in August. **Action – I.R. / M.B.**

K.H. indicated the C.R. be given one more round to be agreed.

C.R. No. 769 - 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.

The request is to move away from the generic material type to a specific type similar to the way the sub-base layer is dealt with. This is likely to be more important in relation to the 6 year guarantee period.

K.H. indicated that he was supportive of the Drop-Down list reflecting the SROR Appendices.

(K.H. left the meeting)

The Drop-Down List can be expanded and can be reviewed in relation to the existing SROR. Any changes made in the revised SROR could be accommodated when known.

D.J.A. indicated that he would ask John Bruce from Aberdeen Shire and Craig McQueen Scottish Water could be invited to assist I.R. in the review.

I.R. will circulate a copy of the Dropdown lists for comment. **Action – I.R. / All**

The group reviewing the list is Jim Forbes, Fiona McInnes, Clare Callaghan, and potentially John Bruce.

7. Scottish Road Works Commissioners Report

a. Changes in Legislation

The Commissioner reported: -

- The changes in Performance Monitoring are being discussed with Symology.
- The proposed changes were circulated round the Community.

8. RAUC(s) Remit

The Gazetteer will be raised for discussion at RAUC(S). **Action – K.H. / I.R.**

9. SRWR System

a. Unattributable Works Referencing

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

- The Paper was agreed but should there be any other related issue the matter can be revisited.

b. SRWR Interfacing with Third Party Systems

The previously circulated paper was prepared for users who have a potential interest or for others for information.

There are Organisations who are already using interfaces and it is possible that others may come forward with interest. An updated paper will be made available via the Community Portal.

10. A.O.C.B.

a. USRNs and UPRNs

USRNs are already used in the Register but a query was raised on the possibility of UPRNs being made available.

The UPRNs would be of use to the S.U.s for plotting their equipment. The revision could be considered via a Change Request. It could be used in a Notice to pinpoint locations.

Legislation in Scotland would bring in the need to include the UPRNs.

I.R. will provide a report to the next meeting but a Change Request is required to clarify the use of UPRNs in the Register. **Action – C.C. / I.R**

11. Dates of Future Meetings

The next meeting will be held on: - Thursday 19th August 2021

Venue to be MS TEAMS

The Future Meetings will be held on: - Thursday 18th November 2021

The meeting closed at 13.25