**Item No. 3a**



 Scottish Road Works Register Steering Group

**The minute of the meeting of the SRWR Steering Group held on Thursday 16th November 2017 at The Dome, New Register House, West Register Street, Edinburgh, EH1 3YT**

## Present: -

**David Armitage (Chair) Aberdeenshire Council D.J.A.**

**Angus Carmichael Scottish Road Works Commissioner A.C.**

**Jim Clegg Glasgow City Council J.C.**

**Mike Bartlett Symology M.B.**

**Darren Grindell Symology D.G.**

**Owen Harte Virgin Media O.H.**

**Ian Jones Fife Council I.J.**

**Alex Rae SGN A.R.**

**Iain Ross Office of the SRWC I.R.**

**John Scougall North Lanarkshire Council J.S.**

**Gregor Stirton SSE G.S.**

**Brian Wilson Scottish Borders Council B.W.**

**In Attendance: -**

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

**Apologies: -**

**Nisha Bunting Office of the SRWC N.B.**

**Jane Dunlop Office of the SRWC J.D.**

**Ken Hickson Symology K.H.**

**Fiona McInnes Scottish Water F.McI.**

**Andrew Matheson Virgin Media A.M.**

1. **Introduction and Apologies for absence**

D.J.A. welcomed all to the meeting.

 Apologies were recorded as above.

1. **Minutes of the last Meeting**
2. 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, 17th August 2017were 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.

18th August 2016

5a - Future Vault Development

Shell, BP, Enquest and Ineos have all indicated that they will submit plant data to VAULT.

Pressure should be exerted on Organisations with District Heating Schemes to submit data to VAULT. Some consideration needs to be given to the symbology to be used for this plant. The pipes sterilise quite a wide track in the road and contain boiling water at high pressure therefore need to be recorded. It is likely these systems would be recorded under Section 109. This matter should be remitted to RAUC(S) for comment. **Action – D.J.A.**

16th February 2017

2b - Defective Apparatus

The committee considered a list of potential defects which could be listed on the SRWR.

D.J.A. suggested the following three categories Ironwork (Surface Covers and Frames) / Above Ground (Poles, Cabinets etc) and underground apparatus causing defects in the road (suspected Burst Pipe etc)

Organisations may have different sections dealing with different categories of apparatus, so the Notices would be sent to the relevant O.D. reference.

I.R. will circulate a schedule of categories of defect and all should respond with comments by the 30th November 2017. **Action - All**

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

1. Quarterly Management Report

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

* There was an outage affecting both servers on 17th October which lasted from 08.00 to 15.18. Some Organisations were back on line by lunch time, but it depended on which server they were connected to.
* The Service Status Module is now live on the landing page.
* The development of the SRWR under the new Contract has moved to the implementation phase. When available in the new year it will be passed to the SAT to test.
* The Mobile App is being developed. It will allow Actual Starts and Actual Works Clear / Close Notices to be recorded on site. This facility is likely to be available in May 2018. Following that an App will be developed to allow Inspectors to record Inspection Details and another to allow Operatives search for data from VAULT.
* The Fees and Amounts for 2018 / 19 are down on last year. The draft will be reported to the December RAUC(S) Meeting. It is likely that they will remain low in 2019 / 20.
* There has been a rise in the Concurrent Usage, so Operators need to keep their work on line to the level in the recent Quarters.

b. Quarterly Operational Report

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

* The Outage occurred as discussed above. The Outage had been caused by a minor electrical problem during unplanned maintenance which had taken some time to diagnose and remedy and check for and deal with corruption.

The event was reviewed to check what lessons could be learnt to deal with any similar problem in the future.

As this outage had breached the SLR the issue of Service Credits was being discussed.

It was suggested that a communication should be made to the Community to indicate that the Register was back and fully operational.

The Committee noted that there had been very few outages during this Contract.

* The Status Module has been introduced to the landing page and in addition Symology has introduced an additional web page that provides full status details and
information about any system maintenance and degradation. This page can be accessed via:

https://trust.symology.net/

* The help desk is always available to answer any queries about the service status.
* J.C. reported that the development of the Mobile module in Glasgow had been delayed by a reorganisation of the Inspectors but was continuing. The new App was a development on what Glasgow was already using.
1. Training Update / User Forum

I.R. reported as follows: -

* The uptake on the October training was good with most courses being fully subscribed. The October Training was as follows: -

SRWR for Promoters
SRWR for Promoters
SRWR for Roads Authorities

* Training is currently being organised to take place in January 2017. Details will be announced shortly.

**4. VAULT**

* + - * 1. Future Development

As above.

* + - * 1. Vault Scorecard

The previously circulated Report was commented on as follows: -

* Virgin Media are preparing data for their first upload.
* Having SSE Telecom on VAULT was a good starting point for pressing the other Telecom organisations to upload their data.

**5. Gazetteer Group**

a. Gazetteer Update Submission Report

The Previously circulated paper was taken as read with the following comment: -

* All R.As had submitted data in the last quarter.

b. Gazetteer Group Highlight Report

The report for the meeting held on 10th August was taken as read.

**6. SRWR System Assurance Team**

a. SAT Report

The SAT report and annex (details of recent actions on Change Requests) and the minutes of the meeting were taken as read with the following comments: -

* For future meeting these three papers would be circulated.
* Clare Gordon (Scotland Transerv) has agreed to be the SAT Chair.
* Gill Smith has left the Team so B.W. will take her place representing the S.E. Area.
* WoS Area will be asked for a replacement for Clare.
* While two years is the norm for Chairing the meetings, Brian had Chaired SAT for 6 years. The Committee on behalf of the Community thanked Brian for all his input to the Team.

b. Change Requests

The meeting noted that the two C.Rs had been circulated for information only and no action was required.

**7. Scottish Road Works Commissioners Report**

a. Changes in Legislation

The Scottish Road Works Consultation responses had been assessed and the results were being considered. The views of the Scottish Government would be issued in due course. It was not anticipated that there would be any surprises coming out of the Consultation.

There had been a satisfactory response from both the R.As and the S.Us with a few responses received from external parties.

**8. RAUC(s) Remits**

Recording Short Term Works on High Speed Roads

The view was that the Register was operating in accordance with the current Legislation and Codes and until there were changes, there was no need for any action.

The Committees view was that if work was being carried out on the road a Notice should be submitted no matter if it was a stated requirement or not.

It was suggested that Gulley Cleaning was on the border of being Mobile works.

The secretary was asked to remove this Item from the Agenda. **Action - Secretary**

**9. SRWR System**

a. Diversionary Works

The previously circulated Flow Chart which had been produced in accordance with the Current Codes was discussed as follows: -

* There was no facility in the system for estimates and financial information to be recorded on the Register. That would be in the letter attachments sent via the Register.
* The flow chart assumes that the various letters / forms being sent via the Register will be pdfs but this could be changed. An option is needed for printing out copies of the forms being produced within the Register for filing.
* The standard forms, C3 / C4 from the Code could be replicated in the Register but the Organisations would produce their own letters for input and transfer via the Register.
* Plans and other appendices would be sent as attachments but in some cases the plans may need to be sent in hard copy.
* Section 144 Notices would be dealt with in the Register as at present and would normally have been issued earlier in the scheme planning. These Notices should be issued timeously to accommodate the 5 and 10 year periods as relevant to the project.
* This process needs to be distinguished from PIR Notices as it must reach the department dealing with plant diversion. This could be dealt with via a separate OD being set up. The S.Us would need to provide details of the contacts within their Organisations who deal with the Diversionary Works
* The response periods for the various stages in the process are set down in the Code. The R.A can grant an extension if required. There would need to be a facility to warn of no response being received so that further action can be raised.
* G.S. indicated that he was due to move to a new post so would not be available to see the project through. I.R. and J.S. would continue with the development and the S.Us would be asked for a new Representative. **Action – S.Us**
* Symology will review the flow chart to see how the process needs to be set up in the Register. They will comment on any changes or suggestions. **Action M.B.**
* As this Code is used in England and Wales it is possible that the package could be transferrable. It may also be something that the Street Manager should pick up on.
* The Chair thanked J.S. and G.S. for their input to this project so far.
1. System Implementation

R03 General Data Retention Policy

There was a discussion about the removal of contact information from PIRs created from Dial Before You Dig enquiries before they were closed and archived. D.J.A. suggested that in the event of for example an HSE enquiry the contact information could be essential to the person who raised the request.

M.B. indicated that dial Before You Dig enquiries were passed to the S.Us / R.As then they leave it to them to respond and Symology take no further involvement.

Holding data must be justified under the GDPR (General Data Protection Regulation).

I.R. believed that under the Data Protection Act the information should probably not be held but agreed to raise this matter with the Scottish Government and report back to the Committee. **Action – I.R.**

The Committee agreed that the development should proceed as proposed for the present but data protection would be checked out and an update provided to Symology by the 19th January 2018 at the latest.

R07 – Removing Outstanding Prompts that would prevent Archiving

This revision is required to allow the management of the system.

This process will “expire” Notices (i.e. clear the notice from the expiry due enquiry and set the works to abandoned) which are more than 90 days after the latest validity date of the latest Notice that has been issued.

There is a resurrect function available.

D.J.A. still had some concerns about the proposal but agreed to the development being progressed.

SRWR Initial Training User Forum Events

The paper indicated the proposed locations for the events. It was anticipated that the S.Us would attend the venues in Edinburgh and Glasgow but they could attend any of the other locations. The programme for each Forum would be common.

Volunteers to assist at the events would be required The actual venues are still to be arranged. Financial support will be considered where requested. The venue should have a good wifi connection and Hotels could be used as a last resort as the cost would escalate. If required additional Forums can be arranged.

Details of the venues and dates will be agreed by about the 1st December to allow the planning and advertising to be arranged.

R04 – Permits Consents

Standard Documents for Section 51 and section 59 should be developed by the Permits and Licenses W.G.

B.W. is trying to get the W.G. together to produce the standard forms which can be used in the Register with appendices provided by the R.As to deal with individual conditions .

The Secretary was asked to contact Fraser Smith in Argyll and Bute to arrange contact with B.W. **Action - Secretary**

I.R. and M.B. will discuss the proposals in relation to the Register Development. **Action – M.B. / I.R.**

Quarterly Statistics - Missing Contact Details Report

There is a problem with the way the Register deals with the contact information.

At present the contractor and Originator is recorded.

While the report is useful it is not mandatory. The Committee agreed to removal of the Permits and Consents statistics from the Report which will only record the data from the Mandatory Notices. R.A. indicators should not be measured on the Permits and Licenses Notices.

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

No A.O.C.B. issues were raised.

**11. Dates of Future Meetings**

**The next meeting will be held on**: - **Thursday 22nd February 2018**

**Venue**: - **The Dome, New Register House, West Register Street, Edinburgh,**

**EH1 3YT**

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

 May Meeting 17th May 2018

 August Meeting 16th August 2018

 November Meeting 22nd November 2018

The meeting closed at 13.00