



**ROADS AUTHORITIES & UTILITIES COMMITTEE**  
**(SCOTLAND)**

**ADVICE NOTE 30**

**ADDENDUM TO APPENDIX B OF THE CODE OF PRACTICE**  
**FOR THE CO-ORDINATION OF WORKS IN ROADS**

**Version 1.00**

**May 2022**

# **ADDENDUM TO APPENDIX B OF THE CODE OF PRACTICE FOR THE CO-ORDINATION OF WORKS IN ROADS**

## **Version History**

<b>Version</b>	<b>Date</b>	<b>Notes</b>
1.00	May 2022	Initial version. Approved by RAUC(S) on 29 June 2022

# **Roads Authorities & Utilities Committee (Scotland)**

## **Advice Note 30**

### **Addendum to Appendix B in the Code of Practice for the Co-ordination of Works in Roads**

#### **1 Background**

- 1.1 Appendix B of the Code of Practice for the Co-ordination of Works in Roads (April 2013) lists the Terms of Reference and Constitution for Area RAUCs and Local Co-ordination Meetings.
- 1.2 The Roads Authorities and Utilities Committee (Scotland) at their meeting on 1 September 2021 agreed revised Terms of Reference and Constitutions for RAUC(S), Area RAUCs and Local Co-ordination Meetings from 1 April 2022.
- 1.3 The Code of Practice for the Co-ordination of Works in Roads which is a Scottish Ministerial document will be reviewed as part of the ongoing implementation of the Transport (Scotland) Act 2019.
- 1.4 Until the review is complete it is necessary publish this Advice Note as an addendum to Appendix B of the Code of Practice for the Co-ordination of Works in Roads to incorporate the revised RAUC(S) Terms of Reference and Constitutions.

#### **2 Appendix B of the Code of Practice for the Co-ordination of Works in Roads**

- 2.1 Appendix B in the Code of Practice for the Co-ordination of Works in Roads (April 2013) is deleted and replaced by the addendum on Pages 4 to 17 of this Advice Note.

# **Addendum to Appendix B of the Code of Practice for the Co-ordination of Works in Roads**

## **Terms of Reference & Constitution for RAUC(S) Meetings from 1 April 2022**

### **B1 Model Terms of Reference for RAUC (Scotland)**

#### **B1.1 Terms of Reference**

##### **Purpose**

- (1) The Roads and Utilities Committee (Scotland) (RAUC(S)) shall provide support and advice to the Scottish Road Works Commissioner (SRWC), with a view to improving the planning, co-ordination and quality of all road works.
- (2) RAUC(S) shall support and advise the SRWC in undertaking their general functions of
  - a. Monitoring the carrying out of works in roads;
  - b. Promoting compliance with the current Acts, Codes of Practice etc. and the obligations imposed under them; and
  - c. Promoting the pursuit of good practice by the wider road works community.

##### **Meeting Agenda**

- (3) The RAUC(S) meeting agenda template is replicated in Appendix 1 below.

##### **Activities**

- (4) RAUC(S) will discuss subjects of interest and, where appropriate, will aim to agree a joint course of action including for example, the development of best practice and performance reports, advice on future legislation and the submission of representations to the Scottish Government, SRWC, HAUC UK and other organisations.
- (5) Normally, there are 3 meetings per year, held on the last Wednesday of February, June and October, or as required by business. At the discretion of the Co-chairs, meetings may be held virtually or in actual meeting rooms, to be agreed in advance. It would be deemed advantageous to have one in-person meeting annually. When held in-person the option to join electronically shall be made available to all members and invitees.

##### **Membership**

- (6) The Committee comprises of representatives appointed by SJUG, local Road Works Authorities, with representatives from the Scottish Government, Transport Scotland and Network Rail. Other appropriate bodies may be invited to attend as dictated by the business of the meeting. The Joint Chairs of HAUC UK have a standing invitation to attend, as does the oSRWC.

## **B1.2 Constitution.**

### **(7) Undertakers.**

There are twelve representatives. In the case of SJUG, representation will consist of the Chair of SJUG who, ex officio is Undertaker Co-Chair, and members appointed from the following undertaker groups

- a. Gas
- b. Telecommunications
- c. Power
- d. Water and Sewerage

### **(8) Local Road Works Authorities**

There are twelve representatives, three appointed by the local Road Works Authorities, in each of the four Area RAUCs. The Roads Co-Chair will be approved by SCOTS to whom the Co-Chair will report. The Roads Co-Chair is, ex officio, a member of the SCOTS Liaison Committee, and may attend the SCOTS Executive where necessary.

### **(9) Scottish Government / Transport Scotland**

The Scottish Government is represented as the “legislative” body. A Transport Scotland representative attends to represent the trunk road interests as Road Works Authority.

### **(10) Network Rail**

Network Rail is a member of RAUC(S) in their capacity as an Undertaker and a Road Works Authority. Network Rail representatives are SJUG members and are a Statutory Undertaker in their own right. Network Rail members are not counted in the numbers set out in paragraphs (6) and (7) above.

### **(11) Substitutes**

Members of the Committee should send substitutes from their Area RAUC to meetings and additional members may be co-opted when necessary.

### **(12) Area RAUCs**

Chairs of Area RAUCs are members of RAUC(S) and are counted within the numbers given in paragraphs (6) and (7) above.

### **(13) Working Groups**

RAUC(S) may from time to time establish working groups to discharge specific functions.

The Gazetteer Working Group is responsible for issues arising from the National Street Gazetteer which is required for the effective operation of the Scottish Road Works Register (SRWR). A written submission to RAUC(S) is required, however the Chair of the Group may attend. (Note – this is a Group where equal numbers may not be appropriate – see paragraph (13) below.

(14) Membership of Working Groups

RAUC(S) may from time to time establish working groups to discharge specific functions.

Chairs and members of RAUC(S) Working Groups do not have to be members of RAUC(S). The chair of a Working Group who is not a member of RAUC(S) will attend RAUC(S) meetings as required.

Working Groups shall normally comprise equal numbers of Road Works Authority and Undertaker representatives, except the Gazetteer Working Group and also where there is RAUC(S) agreement to an uneven split of members.

(15) Co-Chairs and Chairs of RAUC(S) and the SRWR Management Group

RAUCS(S) operates with Co-Chair one Roads Authority and one Statutory Undertaker, taking it in turn to chair RAUC(S) meetings. To assist in providing continuity, Co-Chairs and the Chair of the SRWR Management Group each normally serve for 2 years with the staggered 'retiral' of one Co-Chair / Chair each year. Vice Co-Chairs are appointed to establish alternatives are the first in line of succession.

(16) Highway Authorities and Utilities Committee (HAUC (UK))

RAUCS(S) Co-chairs are members of the HAUC (UK) Committee in its role as a forum for matters of mutual interest in relation to roads and street works.

(17) Dispute Resolution

RAUCS(S) shall review complex disputes and reach decisions in accordance with the current Code of Practice on Dispute Resolution and Appeals. All RAUC(S) members are encouraged to adhere to any Dispute Panel recommendations.

### **B1.3 Frequency of Meetings**

(1) The frequency of the meetings is 4-monthly.

## **Terms of Reference and Constitution for Area RAUCs Meetings from 1 April 2022**

### **B2 Model Terms of Reference for Area RAUCs**

#### **B2.1 Terms of Reference**

- (1) To report to RAUC(S), any matter the Area feels is of note or for advice;
- (2) To act as the area focus for RAUC(S);
- (3) To provide a forum for discussion on issues relevant on an area basis;
- (4) To review straightforward local disputes brought to it and reach decisions. Where decisions are not accepted by the parties the dispute shall be referred to the RAUC(S);
- (5) Through feedback from local co-ordination meetings, monitor the performance regionally of both the undertakers and the road works Authorities under NRSWA;
- (6) To refer local initiatives to RAUC(S) for recommended adoption nationally;
- (7) To promote mutually beneficial good working practices in the light of RAUC(S) policy and current legislation; and
- (8) To deal with specific remits from RAUC(S) within required timescales and to report back to RAUC(S) with findings.
- (9) The Area RAUCs meeting agenda template is replicated in Appendix 2 below.

#### **B2.2 Constitution**

The chair and vice chair represent organisations, not named individuals.

- (1) There are four Area RAUCs which are shown on the map in Appendix 3 below.
- (2) Representatives will be appointed by the undertaker and road works authorities. An employee of the road works authority or undertaker should attend meetings rather than the contractor/agent. Representatives from other organisations such as contractors may be invited to meetings with observer status at the discretion of the Area RAUC. The Scottish Road Works Commissioner has a standing invitation to be represented;
- (3) The Chairmanship and secretariat shall rotate between the undertaker and/or road works authorities every two years. A line of succession is established with the current named vice Chair being designated as Chair in the next two-year rota;
- (4) Chairs and vice chairs shall be agreed at least 2 years in advance;
- (5) All organisations will be able to submit matters for inclusion on the agenda for meetings; allow;
- (6) Normally, there are 3 meetings per year, held with-in the first two weeks of February, June and October, or as required by business. Meetings may be held virtually or in actual meeting rooms, to be agreed in advance. It would be deemed advantageous to have one in-person meeting annually. When held in-person, the option to join electronically shall be available to all members and invitees;

(7) Members may send substitutes to meetings and additional members may be co-opted when necessary;

(8) The Area RAUCs may set up working parties and sub-groups to work on particular subjects; and

(9) The Area RAUCs Road Works Authority members will elect their 3 local Road Works Authority representatives to attend RAUC(S).

### **B2.3 Frequency of Meetings**

(2) The frequency of the meetings is 4-monthly.



## **Terms of Reference and Constitution for Local Co-ordination Meetings from 1 April 2022**

### **B3 Model Terms of Reference for Local Co-ordination Meetings**

#### **B3.1 Terms of Reference**

- (1) To ensure optimum co-ordination of works on roads and to minimise inconvenience to roads users involving:
  - a. consideration of both road works authorities and undertakers specific major projects;
  - b. medium term and annual programmes (both capital and maintenance) for works for works for road purposes and road works:
    - (i) review planned resurfacing works and road closures;
    - (ii) review and confirm whether any other works / remedial works can be completed;
    - (iii) confirm defects / defective apparatus that may be subsumed by the resurfacing works.
  - c. local policies affecting road works, including traffic management proposals;
  - d. Spaces for People; Gatherings of people; Permits for occupation; Street café advertising boards, Tables and Chairs etc;
  - e. discuss network condition and Roads Authority (RA) inspections records in conjunction with Statutory Undertakers (SU) defects;
  - f. review inspection regime:
    - (i) RA inspections (actual v expected per quarter per SU);
    - (ii) SU inspections (% pass Sample A and % pass Sample B and C);
    - (iii) Collate previous quarter results to Area RAUC;
    - (iv) Pending and declined inspections.
  - g. any other road works permissions;
  - h. issue minutes to all attendees timeously, no later than three weeks after meeting. Any remit to Area RAUC shall be submitted in advance of that meeting;
  - i. confirm to Area RAUC: invitees (internal and external); attendees (names and organisations); any apologies; minutes were issued timeously; and
  - j. wider issues to referred up to Area RAUC;
- (2) The Local Co-ordination meeting agenda template is replicated in Appendix 2 below.

### **B3.2 Constitution**

- (1) There are 15 Local Co-ordination Meeting areas which are shown on the map in Appendix 5 below;
- (2) Membership shall be decided by the Road Works Authority and may include:
  - (i) Representatives from any Undertaker working in the area or planning to work in the area should attend.
  - (ii) As the occasion requires, the representatives from adjacent Road Works Authorities.
  - (iii) Local planning authority.
  - (iv) Police and other Emergency Services.
  - (v) Relevant transport operators.
  - (vi) Focus groups or others deemed necessary.
- (3) At the discretion of the Road Works Authority, meetings may be held virtually or in actual meeting rooms. When held in actual meeting rooms, the option to join electronically shall be available to all members and invitees. It would be deemed advantageous to have one in –person meeting annually. When held in-person, the option to join electronically shall be available to all members and invitees; and
- (4) Within Cluster Groups the chair will be held in rotation by each Road Works Authority for a period of 2 years.

### **B3.3 Frequency of Meetings**

- (1) The frequency of the meetings is quarterly.

## Appendix 1



### RAUC(S) Meetings Agenda Template

- RAUC(S) Meetings should cover the agenda items below for all RAs and Sus in attendance.
- Draft minutes must be agreed as accurate and issued to all attendees no later than three weeks after the meeting.

**RA Pre-meeting 09:00 to 10:30**  
**SJUG Pre-Meeting 09:00 to 10:30**  
**10:30 Full Joint Meeting**

- |   |  |                                    |
|---|--|------------------------------------|
| 1 | <b>Introduction &amp; Apologies;</b>   | <b>RA or SU Co-Chair.</b>          |
| . |  |                                    |
| 2 | <b>Presentations:</b>  |                                    |
|   | 10 35: Any presentations agreed at RAUC(S) Agenda Setting Meeting                                  |                                    |
| 3 | <b>Minutes of Previous Meeting and any Matters Arising;</b>  |                                    |
|   | a) Accuracy  | <b>RA or SU Co-Chair.</b>          |
|   | b) Action Tracking and Review  | <b>RA or SU Co-Chair.</b>          |
| 4 | <b>RAUC(S) Working Group Reports:</b>  |                                    |
| . |  |                                    |
|   | a) Reports from Works Groups as necessary  | <b>WG Chair / Co-Chair.</b>        |
|   | b) Consultations and feedback  | <b>WG Chair / Co Chair.</b>        |
|   | c) Working Group Recruitment   | <b>RA or SU Co-Chair.</b>          |
| 5 | <b>Area RAUCs Action Reports (must be written and presented to RAUC(S) agenda setting meeting)</b> |                                    |
|   | a) North Area RAUC   | <b>Area RAUC Chair / Co-Chair.</b> |
|   | b) South Area RAUC   | <b>Area RAUC Chair / Co-Chair.</b> |
|   | c) East Area RAUC  | <b>Area RAUC Chair / Co-Chair.</b> |
|   | d) West Area RAUC  | <b>Area RAUC Chair / Co-Chair.</b> |
| 6 | <b>RAUC(S) Business;</b>   |                                    |
|   | a) Safety – Issues for Consideration   | <b>RA or SU Co-Chair.</b>          |
|   | b) Environmental Issues  | <b>RA or SU Co-Chair.</b>          |



## Appendix 2



### Area RAUCs Meetings Agenda Template

- Area RAUC Meetings should cover the agenda items below for all RAs and SUs in attendance.
- Minutes must be agreed as accurate and issued to all attendees no later than three weeks after meeting.
- Any remit to RAUC(S) shall be submitted 2 weeks in advance of that meeting.

1	<b>Introduction &amp; Apologies;</b>	<b>Area Chair / Co-Chair.</b>
2	<b>Minutes of Previous Meeting;</b> a) Accuracy b) Action Tracking	<b>Area Chair / Co-Chair.</b> <b>Area Chair / Co-Chair.</b>
3	<b>Written reports from Local Co-Ordination meetings/clusters;</b> a) To ensure optimum co-ordination of works on roads and to minimise inconvenience to road users b) Sample Inspection performance and management c) Disputes and / or Improvement Notices d) Wider issues raised	<b>Area Chair / Co-Chair.</b>  <b>Relevant RA.</b> <b>Relevant RA.</b> <b>Relevant RA.</b> <b>Relevant RA.</b>
4	<b>Matters arising from previous RAUC(S) meeting;</b>	<b>Area Chair / Co-Chair.</b>
5	<b>SRWC Report &amp; Performance and Management;</b> a) Performance Dashboard b) Management Report c) SRWR Report	<b>oSRWC.</b> <b>oSRWC.</b> <b>oSRWC.</b>
6	<b>Working Group Reports;</b> a) Consultations and feedback	<b>WG Chair / Co-Chair.</b>
7	<b>Health and Safety;</b> a) List of Plant Protection Systems b) Emergency Contact Details	<b>Area Chair / Co-Chair.</b>  <b>Area Chair / Co-Chair.</b> <b>Area Chair / Co-Chair.</b>
8	<b>AOCB;</b> a) Area RAUC Chairs / Co-Chairs are agreed for at least the next 2 years b) Opportunity to discuss constitution changes to Area RAUC and / or local co-ordination meetings	

10	<b>Date of Next Meeting(s):-</b>  Venue to be confirmed by Chair / Co- Chair (Depending on circumstances)
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## Appendix 3



### Local Co-ordination Meetings Agenda Template

- Local Co-ordination Meetings should cover the agenda items below for all RAs and SUs in attendance.
- Liaison Meetings are only required where improvement plans are in operation.
- Minutes must be agreed as accurate and issued to all attendees no later than three weeks after meeting.
- Any remit to Area RAUCs shall be submitted 2 weeks in advance of that meeting.

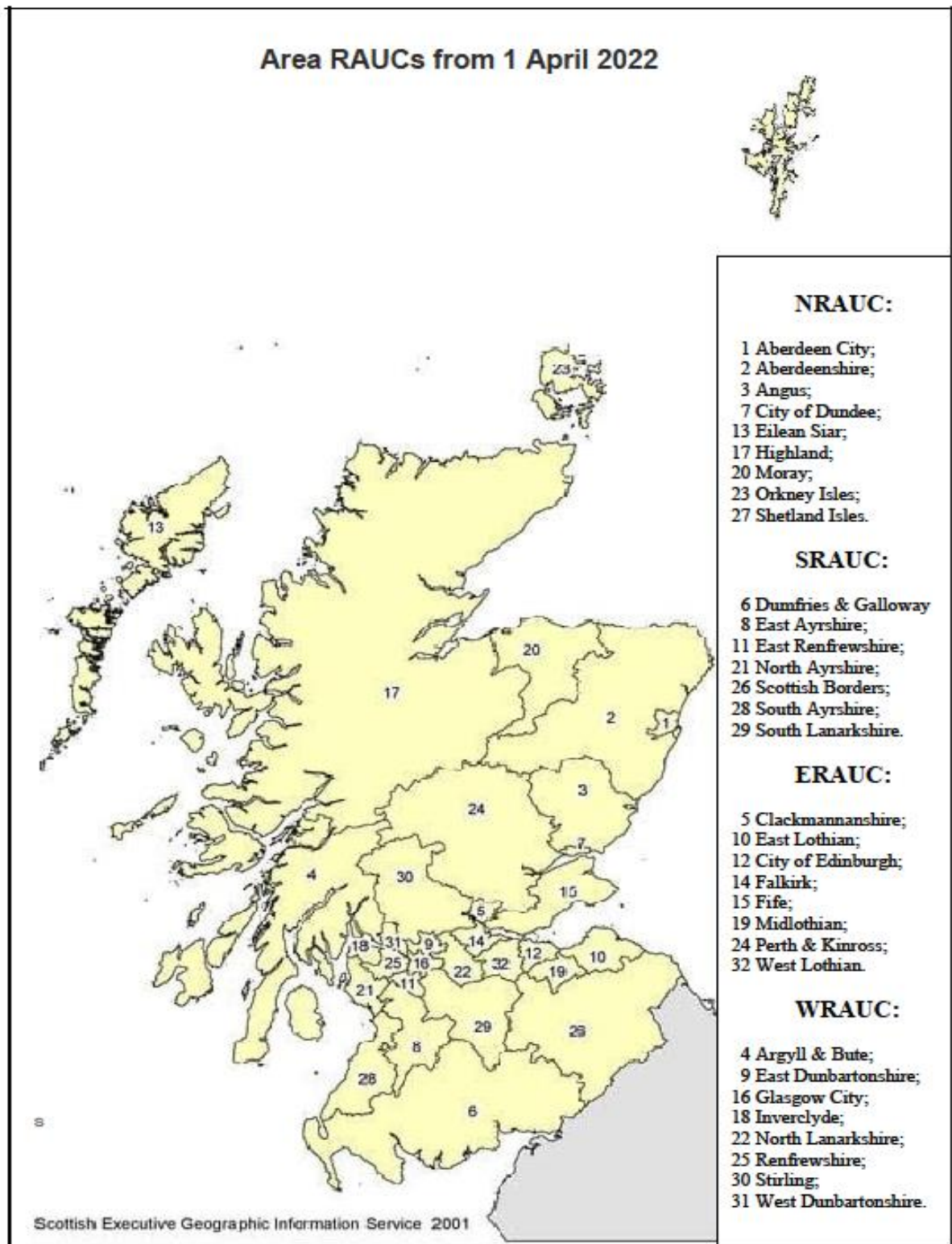
1	<b>Introduction &amp; Apologies;</b>	<b>RA Chair.</b>
2	<b>Minutes of Previous Meeting;</b>  a) Accuracy b) Action Tracking	<b>RA Chair.</b> <b>RA Chair.</b>
3	<b>Local Co-Ordination meetings / clusters;</b>  a) Road Works Authorities and undertakers specific projects (i) review planned resurfacing works and road closures; (ii) SU major works and conflicts; (iii) Review and confirm whether any other works / remedial works can be completed; (iv) Confirm defects / defective apparatus that may be subsumed by resurfacing works.  b) Confirm local policies affecting road works, including traffic management proposals;  c) Confirm Spaces for People, Gatherings of people; Permits for occupation, Street café advertising boards; Tables and chairs etc;  d) Discuss network condition and RA inspection records in conjunction with SU defects to ensure all works are co-ordinated;  e) Review Inspection regime: (i) RA inspections (actual v expected per quarter per SU); (ii) Sample inspection results on SU inspections (% pass at Cat A, Cat B and Cat C); (iii) Collate and agree previous quarter results to Area RAUC; (iv) Pending and declined inspections (disputes to Area RAUC).  f) Discuss any other road works permissions.	<b>RA Chair.</b>
4	<b>Matters arising from previous Area RAUCs and RAUC(S) meeting;</b>	<b>RA Chair.</b>
5	<b>Health and Safety;</b>  a) List of Plant Protection Systems b) Emergency Contact Details	<b>RA Chair.</b> <b>RA Chair.</b> <b>RA Chair.</b>

### Appendix 3 (continued)

6	AOCB;
7	<b>Date of Next Meeting(s):-</b> Venue to be confirmed by RA Chair (Depending on circumstances)

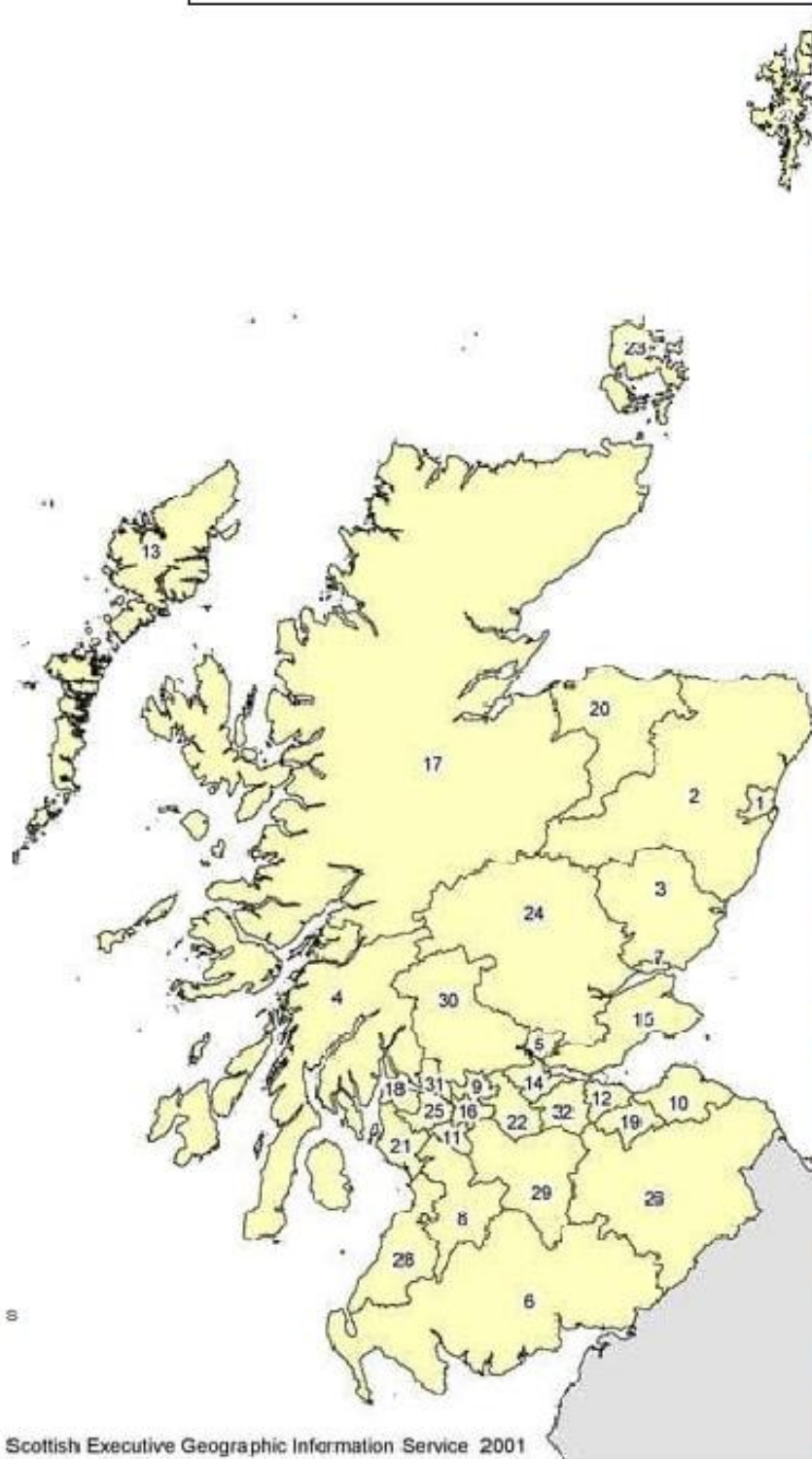


## Appendix 4 – Area RAUCs Meetings Areas



## Appendix 5 – Local Co-ordination Meeting Areas

**Co-Ordination Meetings from 1 April 2022**



**Co-Ord Clusters:**

**1** Aberdeen City and **2** Aberdeenshire.

**3** Angus,  
**7** City of Dundee and  
**24** Perth & Kinross.

**4** Argyll & Bute,  
**18** Inverclyde and  
**31** West Dunbartonshire.

**5** Clackmannanshire,  
**14** Falkirk and  
**30** Stirling.

**8** East Ayrshire,  
**11** East Renfrewshire,  
**21** North Ayrshire, and  
**28** South Ayrshire.

**9** East Dunbartonshire and  
**22** North Lanarkshire.

**10** East Lothian and  
**19** Midlothian and  
**26** Scottish Borders.

**16** Glasgow and  
**25** Renfrewshire.

**13** Eilean Siar;  
**23** Orkney Isles;  
**27** Shetland Isles;

**17** Highland and  
**20** Moray.

**Stand Alone Co-Ordination;**

**6** Dumfries & Galloway;  
**12** City of Edinburgh;  
**15** Fife;  
**29** South Lanarkshire;  
**32** West Lothian.

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