



SOUTH EAST AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING held on 8th FEBRUARY, 2022

This meeting was convened via MS Teams – 26 joined the meeting remotely.

Jason Halliday(Chair)	JHa	West Lothian Council
Wendy Ross	WR	Traffic Scotland/amey
Alan Heatley	AH	Midlothian Council
Kevin Hamilton	KH	Scottish Road Works Commissioner
Carol-Ann Dodd	CAD	Midlothian Council
Chris Murray	CM	Sky
Adrian Henzler	AHe	Openreach
Katrina Hardy	KH	INEOS
Julie Greig	JG	SGN
Elaine Stewart	ES	SPEN
Ruth Scott	RS	Neos Networks
Karyn Davidson	KD	Vodafone
Graham Milne	GM	OSRWC
Graeme Hughes	GH	Verizon
Jim Forbes	JF	Cityfibre
Andrew Matheson	AM	Virgin Media
Stefeni Cownley	SC	ESPUG
Fiona McInnes	FMcI	Scottish Water
Craig McQueen	CMcQ	Scottish Water
Caroline Auld	CA	Network Rail
Kat Quane	KQ	Transport Scotland
Eleni Gigourtaki	EG	East Lothian Council
David Ross	DR	BEARScotland
Joao Carmo	JC	SPEN
David Hearty	DH	MBNL-EE/3
In attendance:		
Brian Cooper	BC	Secretarial Support

Apologies: John Balmer, Stuart Harding, Tom Flaherty, Nichola Millar

1. Welcome, attendance and apologies

Jason Halliday as Chair welcomed everyone to the meeting - Attendance and apologies as recorded above. As this was Jason's last meeting as Chair of the SERAUC he thanked everyone for their input and support during the past months.

2. Minutes of previous meeting held on 9th November, 2021

The draft Minute circulated by the Secretary prior to the meeting was agreed as a true record.

Action Tracking: 2(b) Use of 30/14 Material in footway reinstatements – JH has been communicating with FMCI who is working closely with JG who will send information regarding its use to JH – possibility of RALG meeting to discuss RA agreements. Noted the review of the SROR is likely to include the use of this material.

3. National Coring Update

CMcQ advised that the working group continues to meet – enquiries are being answered – sample sizes need to be better understood. Lead Authorities are making good progress as well with the CoP Milestones being followed. JH advised the QuikQuote for the South East contract was to be returned by 18 February. CMcQ emphasized that communication is vital but some SU contact information is still missing.

4. (a) RAUCS Meeting on 1st December, 2021 – Update/Matters Arising:

The Chair provided background information in relation to the following matters –

- Further good progress being made with the OS/NUAR (National Underground Asset Manager) for England and Wales
- Working Group set up to consider the allocation of the Fees and Amounts
- Use of 30/14 Material in footway reinstatements (see 2b above) was discussed – definite reduction in carbon footprint was highlighted by SGN – noted this was being looked at as part of the review of the SROR, but in the meantime the Commissioner's view is that local agreements should be considered favourably by the RAs in the meantime
- Advice Note 3 (Coring) was approved and is now on the website
- The Tay Bridge Board would be included in both the new ERAUC and NRAUC Areas
- The DfT has appointed a Consultant to review of the Safety at Street Works and Road Works Code of Practice
- SRWC increased penalties came into force in November 2021
- The Commissioner has invited the SRRB to carry out a research project on reinstatements which are six years old

(b)Scottish Government Update – KQ referred to the three papers that had been circulated prior to the meeting and highlighted the following:

- Covid19 update: if more than one person travelling to site together the SG advice is to wear face-coverings in vehicles
- Road Works Reform Paper: RA operatives and supervisors to be Qualified(same as the SUs)by the end of 2022
- The Reinstatement Quality Plan (RQP) Code of Practice is on the Commissioner’s website and advice is to make full use of the “soft launch” period

5. SRWC Report and Performance and Management - OSRWC

The Commissioner advised the following:

The Code of Practice for Reinstatement Quality Plans was published on 20 January and is now available on the Commissioner’s website - the launch webinar held on the same day featuring presentations from members of the RQP working group was well attended with over 100 attendees.

Guidance has been updated on what the Commissioner considers to be best practice under section 17(4)(b) of the Transport Scotland Act 2005. Essentially, all Codes of Practice, Advice Notes and Guidance published on the Commissioner’s website are considered best practice and failure to comply with any of these can be considered a failure to meet duties under Sections 118 and 119 of the New Roads and Street Works Act.

The Commissioner has a vacancy for Policy and Quality Manager. The postholder will have a lead role in assessing submitted RQPs and in working with stakeholders to develop the RQP process in the community. Applications were invited from 7 February and the application pack is available at <https://myjobscotland.gov.uk> . Completed applications to be returned to applications@srwc.gov.scot by Friday 25 February.

The Commissioner has regular engagement with SCOTS, the Society for Officers in Transportation in Scotland through its Liaison Committee. All roads authorities are encouraged to engage proactively with SCOTS to gain valuable insight into best practice and share experience with other local authority practitioners.

The Service Life of Reinstatements Research Project is awaiting confirmation from the administrators of the SRRB that the consultant has been formally appointed. Until such time, the research project cannot commence.

The Commissioner has met the co-chairs of the SROR working group and agreed that frequent meetings will be held going forward starting February 2022. The aim is to have a draft for RAUCS consideration after the summer.

Performance: GM referred to the SRWC 2021/22 Q3 quarterly dashboard previously circulated and included in the shared OneDrive Folder for the meeting and added:

Following the issue of the 2020/21 performance reviews a small number of organisations continue to engage with the oSRWC in relation to elements of their delivery processes Six organisations are currently on plans with all organisations providing assistance and co-operation to deliver a compliant performance.

It should be noted that poor performance across back to back quarters will trigger intervention by the oSRWC.

Submission date for Q3 Improvement Plans for 2021/22 is Friday - 15 February 2022.

The Commissioner is developing a monthly monitoring dashboard which is considering that performance information covering all sectors is made available on the SRWC website. The publishing of this data will allow transparency and hopefully assist organisations to benchmark their own performance against peer groups.

Recent monthly analysis had identified a particular non-compliant trend which required commissioner intervention and those organisations affected all provided appropriate responses.

All organisations should be aware that non-compliant performance should be [investigated](#) and a summary provided to the enquiries@roadworks.scot e-mail address. If you have any comments on any of these items, please contact the office at the usual e-mail.

The Commissioner would like to remind local authorities of the process in Chapter 7 of the Inspections Code of Practice which sets out how they should deal with undertaker performance concerns. The chapter sets out the process for Improvement Plans and the escalation process to be followed.

Management and Operation of the SRWR:

The Coring Sample has been produced by Symology and was available from 26 January 2022. A news item was placed on the SRWR Aurora News portal on how to get access to the data.

Symology have introduced a new telephone number for the SRWR Support Desk. The Support Desk can be contacted on 0808 196 8341 (or by email to srwr@symology.co.uk).

If you are experiencing an issue, it should be reported to the Symology Support Desk in the first instance. If for any reason the Support Desk are not able to resolve your issue or have closed the issue without resolving it to your satisfaction, please escalate it to Iain Ross (via enquiries@roadworks.scot) along with details of the issue and why the Support Desk response does not resolve the problem.

Please be aware that Symology may, in line with industry best practice, wish to close the Support Desk case when it is escalated internally to their development team. Such cases are added to the Known Issues list and when they are resolved an announcement made on release. These are instances where the Symology Support Desk are unable to resolve the issue, as such repeatedly raising the same issue will have little benefit and will not get it resolved any faster. As above, if there is an issue on the Known Issues list that is taking too long to resolve please escalate it to Iain Ross.

<https://aurora-portal.symology.net/category/srwr-news/known-issues/>
<https://aurora-portal.symology.net/category/release-notice/>

The Commissioner wishes to remind each organisation about the process described in RAUC(S) Advice Note 1 - The Exchange of Plant Information, in particular when responding to requests through the Dial before you Dig service, ran on our behalf by Symology.

Any response you wish to make should be sent directly to the originator of the request, using the contact information provided in the Plant Information Request. These individuals do not have access to the SRWR so cannot see what has been placed on Vault or, more importantly, any comment you place on the SRWR against the Plant Information Request.

To help gauge the effectiveness of the Scottish Road Works Register the oSRWC has circulated a questionnaire to all users of the Register. You are encouraged to complete and return the Questionnaire - the link can be found in the Aurora Portal under News.

Forbury Assets Limited (electricity) have been given access to the SRWR.

To allow the Commissioner to start tracking outstanding reinstatement defects there are several changes proposed to the inspection processes used on the SRWR. The main aim is for the SRWR to be able to report on defects that have not been repaired in a timely manner. These changes will ensure both undertakers and authorities follow the procedures described in the Code of Practice for Inspections.

To this end the register will start reporting on defects which have not been repaired by an undertaker more than 6 months after they were reported. To encourage authorities to record when a final inspection pass (D/3 or DA3) the register will also report on inspections that have not had a follow up inspection for over 6 months.

The register will be updated to no longer allow an authority to remove a prompt for an inspection. Prompts will only be removed where the required inspection takes place, where the original defect is withdrawn or a final inspection is recorded as a pass.

These changes will be implemented on 1 April 2022. Following this date the Commissioner expects all undertakers and authorities to follow the correct procedures, as described in the Code of Practice for Inspections. On this date any D/2, D/3, DA2 or DA3 prompts for authorities with a Due Date before 1 April 2021 will be automatically cleared down. For undertakers any Inspection Awaiting Assessment due before 1 April 2021 will also be cleared down.

A paper describing these changes in detail has been circulated by the secretary. Should you have any concerns or questions please raise them with the Commissioner at enquiries@roadworks.scot.

Vault

The Commissioner met recently with a group from Atkins who are working for the Geospatial Commission on their NUAR project. They are interested in Vault and expressed an interest in talking to some of the authorities and undertakers using Vault as well as those providing data to it. As such RAUC(S) are asking for volunteers to talk to them.

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6. Improvement Notices

There are currently no Improvement Notices in place in the South East Area.

7. Health and Safety

Attention was drawn to the three Safety Alerts in the OneDrive folder. The Chair commented on this as good practice.

8. Environmental Issues

JH reminded everyone of the earlier discussions on carbon savings by potentially using the 30/14 material in footway reinstatements.

9. Local RAUCS reports/Programmes of Major Works/Proposed Changes to Road Designations/Local Coring/Events

Under this Item the Chair asked each of the organisations represented to provide a short update report on their current situation, incorporating the Item headings as above, where applicable:

.Roads Authorities:

- RA works entered on the SRWR - no local coring in any RA area currently - No major events to highlight at present - ELC changes to road designations currently circulated - Local Coordination Meetings either held or planned (Edinburgh holding meetings fortnightly) - in East Lothian major works started at the QMU will affect the A1 non-trunk dual carriageway for a number of weeks - Winchburgh Developments major works: road closures and major works affecting J1b Motorway slip road - BEAR ongoing works on the Register

Statutory Undertakers

- SUs confirmed all works on Register – Citfibre having frequent discussions with CEC regarding works and performance – SGN, S/W. Openreach ongoing Coring – willing to share results with Ras. Lightwas wholly in South East Area as S/W Contractor, including Ironwork. – S/W asking RAs to contact Fiona McInnes regarding defective covers, S/W has large programme of Capital Contract works. VM is active in all areas except Borders,

- Openreach - water being discharged through ducts had been raised - RAs have concerns – AH will follow this up.
- This would be Elaine Stewart’s last meeting as she was retiring from SPEN – the Chair thanked Elaine for her many years of involvement in the South East area and wished her well for her retirement

10. Any Other Competent Business

a) JH reminded everyone about the new RAUCS and AreaRAUC constitutional changes which take effect from 1st April – SGN would provide the first ERAUC Chair. JF advised Local Co-ordination Meetings will also change with Clusters in some cases.

b) Following discussion on works in relation to a Windfarm/s109/ Undertaker or non-Undertaker status in West Lothian, JH would escalate this matter to RAUCS for advice

c) List of Plant Protection Systems for South East circulated - SUs asked to check information and respond to the Secretary

d) JH was thanked for his commitment and organisation and input as the SERAUC Chair during the past 14 months.

11. Dates of ERAUC meetings in 2022 - 9th June and 6th October – both Thursdays and at present likely to be via MS Teams.

BC – March, 2022;