

LOCAL ROADS AUTHORITY AND UTILITIES COMMITTEE (LRAUC)

Minutes of Quarterly Meetings

Date & Time		9 th August 2019 10:00		Location	Saltire Room John Muir House
Present			Apologies		
Hannah Tiffin	ELC (Chair)	HT	Lindsay Henderson	SRWC	
Neil Murray	ELC	NM	David Murdoch	Network Rail	
Peter Forsyth	ELC	PF	Michael Hymers	SGN	
Callum Redpath	ELC	CR	Ian Fleming	Scottish Power	
Glen Bunting	ELC	GB	Susan Pickard	Energetics	
Amy Reid	ELC	AR	Chloe Stangoe	Lothian Broadband	
Andrew Matheson	Virgin Media	AM	Nicholas McCormick	Energetics	
Kevin Douglas	SGN	KD			
Nichola Millar	SGN	NM			
Adrian Henzler	BT Opeanreach	AH			
Courtney Mitchell	Scottish Water	CM			
Gordon Russell	Scottish Water	GR			
John White	Lothian Buses	JW			
Ian Humphries	Energetics	SP			
Stephen Kitt	AMEY	SK			
1.0	Welcome and Apologies				Action
1.1	HT welcomed everyone to the meeting. Apologies were given on behalf of non-attendees.				
2.0	Matters Arising				Action
2.1	Previous minutes reviewed and agreed by the group.				
3.0	Planned Works				Action
3.1	HT confirmed that all companies should be using Symology to plan works; part of this includes attaching TM plans and TM applications to every relevant notice. Work being duplicated is being seen for both sides by sometimes emailing and sometimes using Symology, consistency is required where possible. However, it was noted that each LA works differently and some work through mailboxes only and as such complete consistency in ways of working cannot be achieved. It is recognised this may improve further following the introduction of Aurora. HT passed thanks for Utilities being patient whilst ELC changes of staff means we also getting used to working with it.				

3.2	Updated by SGN on works at Musselburgh and ELC updated about various works at Old Craighall.	
4.0	Indicators & Statistics	Action
4.1	<p>Increase across the board from previous on early starts</p> <p>Please also note that there is an increase on e/s without agreement and we shouldn't see any of these at all. HT- Reminder that reference must be given out before early start and also make sure people are applying for extensions to ensure no clashes. Eleni will go over improvement plans when she is back. Urgents have gone up when not everything is always urgent- please ensure that it really is urgent!</p>	
4.2	<p>A significant increase in extension requires from the previous quarter. Not only should this be monitored, what is of note is that often extension requests are being on the same day works are due to close and an extension of more than just a day or 2. It should be known if works are going to be run over sooner and if more time is required. Please feed this back to your teams.</p> <p>There should be no extensions without agreement.</p> <p>All inspections should be above the target 90%. This will be assessed further and discussed and improvement notices might have to be served. As Eleni has advised previously when she returns all this reporting will be reviewed and she will implement improvement plans where necessary</p>	
5.0	Coring	Action
5.1	This week ELC have been on site with the Stanger who are carrying out the actual coring-the plan is on target.	
6.0	SERAUC/ RAUC (Scotland) Update/ RALG	
6.1	Last quarter the discussion at RALG was around increase in emergency notices. This has now been replaced by an increase in urgent works! Please ensure these are always necessary as urgent, especially if Lights are being put up where other planned works are nearby.	
7.0	Events 2019	Action
7.1	<p>Kilt Walk Edinburgh and East Lothian</p> <p>Scottish Half Marathon</p> <p>Poppy Race</p>	

	Firework Parades in November	
8.0	Embargo	Action
8.1	Summer embargo will be lifted 1 st September. None in place then till December 1 st .	
9.0	Any Other Business	Action
9.1	Technical Clerk starting – Will be sharpening up ELC side of things Sept/ Oct managing works etc.	
9.2	Reports back from Inspectors for defective apparatus- we have been checking to make sure it is safe when it is the utility companies responsibility.	
	Other Comments	
10.0	Date & Time Of Next Meetings	Action
10.1	8 th November 2019 – 10.00 am	
10.2	February 2020 – 10.00 am	