



NAREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: Wednesday 23rd January 2024

Meeting held online on MS TEAMS

Present:

Karyn Davidson (Chair)	K.D.	Vodafone
Kevin Abercrombie	K.A.	Aberdeen City
Caroline Auld	C.A.	Network Rail
Lee Broomhall	L.B.	Royal Mail
Ainsleigh Brown	A.B.	Transport Scotland
Sharon Burns	S.B.	GoFibre
Steve Charlton	S.C.	mua Group
Ian Clarke	I.C.	Virgin Media O2
Fraser Conway	F.C.	Balfour Beatty
Ian Dalrymple	I.D.	Openreach
Greig Dodds	G.D.	Lothian Broadband
Michael Dunn	M.D.	
Irvine Ellis	I.E.	SSEN
Jim Forbes	J.F.	CityFibre
Lauren Goodman	L.G.	BEAR Scotland
Julie Greig	J.G.	SGN
Barry Hall	B.H.	GTC-UK
Jason Halliday	J.H.	oSRWC
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
Owen Harte	O.H.	Virgin Media
David Hearty	D.H.	MBNL – EE / 3
Colin Heggie	C.H.	Amey
Lindsay Henderson	L.H.	o.S.R.W.C.
Matthew Jones	M.J.	Last Mile – UK
Jordan McDonald	J.McD	CityFibre
Steven McGill	S.McG.	Energy Assets
Donald Macleay	D.A.Macl.	Western Isles Council
Alison MacLeod	A.MacL.	The Highland Council
Craig McQueen	C.McQ.	Scottish Water
Colin Matheson	C.M.	The Moray Council
Christopher O'Donnell	C.O'D	
Elaine Paterson	E.P.	BEAR Scotland
Philip Leiper	P.L.	Aberdeenshire Council
Allan Pryde	A.P.	Openreach
Kat Quane	K.Q.	Transport Scotland
David Robertson	D.R.	Dundee City Council
Neil Robertson	N.R.	Shetland Islands Council

Christopher Rowbotham	C.R.	Glide
Ruth Scott	R.S.	NEOS Network
Graham Slorach	G.S.	Netomnia
Donald Wilson	D.W.	Orkney Islands Council

In Attendance:

George Borthwick	G.B.	Secretary
Robert Young	R.Y.	Scottish Government

Apologies:

Michael Casey	M.C.	Royal Mail
Rob Cowan	R.C.	WiFi Scotland for Interetty
Austin Flanagan	A.F.	Fibrus
Gerry Cullen	G.C.	Amey
Darren Grant	D.G.	SSEN
Katrina Hardy	K.Hard.	Ineos
Gareth Hughes	G.H.	Lothian Broadband
Alan Hutchison	A.H.	Tay Road Bridge Joint Board
Rob James	R.J.	Network Rail
Glem Jones	G.J.	Hyperoptic
Carole McDonald	C.McD.	Fibrus
Fiona McInnes	F.McI.	Scottish Water
Elizabeth MacIver	E.MacI,	The Highland Council
Graham Milne	G.M.	oSRWC
Peter Mortan	P.M.	Angus Council
Sannon Riley	S.R.	Amey
Gavin Rodgers	G.R.	Lothian Broadband
Iain Ross	I.R.	oSRWC
Kenny Roy	K.R.	Orkney Islands Council
David Thomson	D.T.	SPEN
Sarah White	S.W.	Internetty
Matthew Wylie	M.W.	Orkney Islands Council
Natalie Wood	N.W.	Aberdeenshire Council

1. Welcome and Introductions

Karyn Davidson (Vodafone) welcomed all to the meeting of the NAREA RAUC and thanked all Representatives for attending.

The Representatives heard a short message of condolence from Karyn for the sudden death of Andy Matheson. There was a short period of silence while the Representatives had the opportunity to read the on-screen message provided by Andy's Family.

The thoughts of the Community are with Andy's family and his sudden death will be a huge loss to them and the RAUC(S) Community.

Apologies were recorded as above.

Presentations

There were no presentations at this meeting.

2. Minute of the last Meeting held on 19th September 2023

a. Accuracy

The Minutes of the previous NAREA RAUC meeting held on Monday 19th September 2023 on MS TEAMS were agreed as read.

b. Matters Arising

Matters arising from the previous meeting are recorded on the Action Tracking Summary.

A.MacL. asked the Area R.A. Representatives to indicate to her by the 2nd February if they are prepared to attend the RAUC(S) meetings for the next two years as the NAREA Representatives. Comment was made that currently the Representatives are from Aberdeen. City, Aberdeenshire, and Highland Councils. Aberdeenshire have David Armitage (Chair of the RWR Steering Group) and Philip McKay (R.A. Co-Chair. This has been the case for several years but there was no reason why any of the other Councils could not volunteer a Representative. This information should be passed to the Secretary as soon as possible.

Action – All R.As

The Three Representatives will be added to the Contact List to receive the invitations and the papers for the RAUC(S) meetings. There is a second much larger list of Community Representatives who will only receive the papers with no invitation.

At the last RAUC(S) Meeting the decision was made that the May / June cycle of meetings should be face to face format with a hybrid option.

3 Written reports from Local Co-Ordination Meetings

The Chairs of the Local RAUCs commented on their last meetings as follows: -

Aberdeenshire / Aberdeen City Councils – Kevin Abercrombie

There were no major issues to report to this meeting.

There are City Regeneration works to be carried out this year and the Notices etc. will be recorded on the Register.

Highland and Moray Councils – Colin Matheson

Following the last meeting there were no issues to report to this meeting. The next meeting will be held on the 7th of March.

Angus / Dundee City Councils and the Tay Road bridge Joint Board – David Robertson

There were no major issues to be raise.

The major works on the north bound side of the Tay Road Bridge are completed and the works on the south bound side will be ongoing from march.

Comhairle nan Eilean Siar (Western Isles Council) Donald Macleay reported: -

There were no major issues to be raised.

Orkney Islands Council – Donald Wilson

There were no major issues to be raised.

Shetland Island Council – Neil Robertson

There were no issues to report from the last meeting.

Three Island Authority meeting: -

There were no matters to raised.

4. Matters Arising from the previous RAUC(S)

The previously circulated draft minutes of the last RAUC(S) Meeting held on 25th October 2023 were noted with no issues raised. All were encouraged to read the draft if they had not already done so.

Two interesting Presentations were given. They were: -

The Service Life of Reinstatements – Summary of the development of the recently published report on this subject

Net Zero Environmental Impact – Julie Greig for SGN – this paper provided an insight into the work ongoing withing SGN on reduction of waste, and reducing the environmental impact of their works.

5. Government and S.R.W.C. Reports

a. Scottish Government Report

The previously circulated papers were taken as read with the following comments from K.Q.: -

Progress is ongoing on the introduction of the various sections of Transport (Scotland) 2019 Legislation. The previously circulated batch diagram was commented as follows: -

The following three sections will come into effect on 1st April 2024

Compliance Notices (Multi part provision)

SRWC Inspectors (Multi Part Provision)

Make Vault Mandatory (Multi part provision)

While these deal with the legal introduction the Commissioner has prepared documents on the Operation of the Compliance Inspectors.

The mandatory action on Vault requires all to submit details of the plant they are constructing or working on. This does not affect the ongoing requirement to maintain and submit the plant data already provided on the regular updates. At present there is no check on quality of the data.

This will be a soft introduction requiring initially as much data as possible to be provided but there will be a quality element introduced once the standard is decided.

At the last PDG Meeting the decision was made that the Symbology element of VAULT should remain the responsibility of the Community to maintain and agree.

C.McQ. asked if there would be any change on the requirement for the recoding of plant serving MOD Establishments. At present there can be problems locating such plant when working in areas where this type of plant may exist.

While there is not many items in this category it is essential that some evidence is provided even if it is a fuzzy area with “plant in this area contact ????)

This issue will be progressed within the relevant legislation.

Clarification will be given on the population of VAULT going forward to cover the revised Legislation. **Action – oSRWC**

J.G. commented on a request dealt with by SGN to hide the supply to a private installation when updating VAULT. There had been discussions at a high level before a final agreement was made on how the plant would be recorded.

This matter was referred to the Commissioner’s office and Scottish Government for consideration and the development of a suitable solution. **Action – oSRWC / K.Q.**

The remaining Legislation on the Batch Diagram is the review of the FPN management which will follow on from the above-mentioned Legislation. This will consider the following issues: -

- FPNs for a wider range of offences
- FPNs increased in value (index)
- New FPN for not complying with compliance notice/ RQP (SRWC only)
- Sanctions for cat A inspection failures

A review of the FPN system, including the introduction of two new penalties outlined in the 2019 Act This includes consideration of a specific FPN for failure to provide an RQP, and a specific FPN for failure to follow a compliance notice.

There are existing Ministerial commitments including expanding the scope and scale of the FPN framework, and a commitment to a specific sanction for poorly guarded live sites in addition to the inspection fee.

Codes of Practice

The SRWC has published his Authorised Officer Code of Practice, which was a Ministerial requirement as part of the Transport Bill. The oSRWC is responsible for this document.

The National UK wide Diversionary Works Code and the Safety at Street Works and Road Works a Code of Practice are currently under review. DfT have recently appointed a consultant to facilitate the review of the Safety Code.

SEPA/Coal Tar

The Community is reminded that while SEPA/EPA do analogous functions in England and Scotland, they are two separate agencies which answer to the different Governments. On that basis, agreements or policy positions made by one Organisation are not automatically applicable to the other. SEPA supports evidence-based policy making, and are open in general to reviewing any new evidence put before them on subjects for which they are the regulatory body, particularly where that evidence is broad/activity based and not specific to a Sector or Organisation i.e. submitted by say RAUC(S)

SEPA have advised that in general terms, they would be willing to review new evidence on the matter of coal tar ideally if it has whole community applicability and not affecting one Organisation.

Fees and Amounts 2024.

The Fees and Amounts consultation has now closed. There was one suggestion for a change to the mechanism for the allocation of the fees between R.As and S.U.s. If RAUC(S) wish to progress a review and take forward any change, the proposed mechanism would need to be submitted to Transport Scotland officials by September 2024 to make the deadline for the next consultation.

b. Scottish Road Works Commissioner's Report

Compliance with Safety at Street Works Code of Practice (Red Book)

The Commissioner is investigating a Local Authority whose contractor was observed carrying street lighting upgrade works with no appropriate signing and guarding. There is evidence of repeated incidents of a similar nature.

Several issues have emerged from the ongoing investigation which the Commissioner wishes to highlight:

- Authorities should ensure that their contract processes refer to compliance with the Code of Practice for Safety at Street Works and Road Works (the Red Book) which has been mandatory since January 2022. References to 'Chapter 8 of the Traffic Signs Manual' are not appropriate if the works are on urban low speed roads.
- Authorities should ensure that the site inspection processes of their works are identifying and recording signing and guarding issues along with any other health and safety issues. If inspections are consistently not identifying issues, this should be challenged and checked.
- Authorities should ensure that their processes for ensuring contractors meet the requirements for having qualified operatives on-site and supervised by qualified staff are robust. It has been a legal requirement to have qualified operatives and supervisors since April 2023.

Ensuring compliance with the Red book will be a Commissioner priority for 2024/25 and this will be a focus of the new Compliance Officers.

Performance

Dashboard

The SRWR 2023/24 Q3 quarterly dashboard was issued ~~on the~~ 16th Jan 2024. The Q4 update will be issued w/c 15th April 2024.

Noticing Failures

The Commissioner remains concerned that both R.As and S.U.s. are failing to meet the 4% target for noticing failures. The year average for R.As. is 5.9% and S.U.s. is 7.5%. There has been a significant improvement in compliance recorded by the Telecom sector.

Inspection Processes

The Commissioner has carried out an investigation into Roads Authority sample inspections.

A significant number of authorities are recording a pass rate of >95% for Cat A, Cat B & Cat C inspections. There is concern that the majority of inspections do not have photographic evidence to support the results. R.As which routinely take photographs during inspections record a lower pass rate. The Commissioner would strongly encourage all R.As. to routinely take photographs to support inspection results. This is easy to do with the SRWR Inspectors App.

Processes and the Results associated with the R32/33 & 34 SRWR reports.

R32 – Inspections recorded late by RA's - Excellent progress has been delivered by all authorities with the exception of Transport Scotland South West Unit.

R33 – Reinstatement Defects still requiring a D/3 or DA3 inspection - City of Edinburgh and Glasgow City continue to be responsible for the significant number of outstanding D/3 and DA3 inspections. The Commissioner requests that R.As deal with this issue before the end of Q4.

R34 – Outstanding Defects > 6 months

Progress has been delivered although there are still large numbers against BT, Scottish Water, GN, SP Energy Networks and Virgin Media. The Commissioner requests that R.As and S.Us work together to significantly reduce the number of defects outstanding by the end of Q4.

SRWR Gazetteer

Every R.A. required to provide a gazetteer for the 24 November 2023 deadline made a submission with a 100% success for Q3. The Commissioner would like to thank all R.As for their work to achieving this.

Commissioner Improvement Plans

The following Organisations are currently on improvement plans: - Aberdeenshire Council, Axione UK Ltd, BT, City of Edinburgh Council, Lothian Broadband, Moray Council, Netomnia, Scottish Hydro Electric Power Distribution and SP Energy Networks.

Good progress has been delivered by BT and Lothian Broadband and the Commissioner is also pleased to note that SGN are now no longer on an Improvement Plan.

Note that the next Improvement plan submissions are due on the 12th April 2024.

Policy and Quality

Compliance Officers

The Authorised Officers Code of Conduct (relating to activities of the Compliance Officers) was presented to the November RAUC(S) meeting and has now been published on the website.

Recruitment is proceeding well, and it is hoped to have staff in post in advance of Compliance Powers coming into force on 1 April 2024.

Introduction of these new powers will require some revisions to the Penalties Code which will be presented to RAUC(S) in February.

Extension of works without agreement-

The Commissioner was recently made aware of an overrunning works by a member of the public. The S.U. carrying out the works indicated that this had gone into overrun because the R.A. had declined to issue an extension. For the avoidance of doubt, in situations where an extension cannot be agreed, undertakers should extend their works without agreement. This will ensure visibility to users on both the SRWR and [Scottish Road Works Online \(roadworksscotland.org\)](http://Scottish Road Works Online (roadworksscotland.org)).

Undertakers should only extend without agreement as a last resort and must not overuse this function.

R.As are reminded that they can issue a Section 125 Notice in circumstances where works are taking a longer period than is reasonably necessary.

It was noted that the Coordination Code covered the above if the R.A. could not be contacted.

J.F. commented that Section 125 were being wrongly issued in certain cases. The R.As were asked to ensure that they followed the Codes and Advice Notes in relation to issuing Notices.

J.G. had instances where a Section 125 was issued but following a discussion the R.A had agreed to withdraw the Notice and issue an extension, but the SRWR does not allow a Sec 125 to be cancelled.

Section 125s should only be issued where there was just cause and where the matter has been fully discussed.

SAFETY/TECHNICAL STANDARDS

National Coring Programme

The Commissioner has issued penalties totaling £138,000 to seven S.U.s following the publication of the National Coring Programme results. The Organisations and the values of the penalties issued are as follows:

Company	Penalty amount
Virgin Media	£80,000
Last Mile Electricity	£15,000
Vodafone	£15,000
Scottish Hydro Electric Power Distribution	£12,000
Neos Networks	£7,000
Mua Electricity	£5,000
Commsworld	£4,000

Safety at Street Works and Road Works Code of Practice:

The current Review is on-going.

Safety Bulletin:

The Bulletins continue to be issued by via the RAUC(S) secretariat as and when they arise.

Management & Operation of the SRWR

T(S)A Changes

Transport (Scotland) Act changes to the SRWR dealing with Unidentified Buried Objects and Compliance Notices are expected to roll out on 4 April 2024

The legislative requirement for all Undertakers to have submitted a data set to Vault also comes into force on 1 April 2024. Last Vault submission date to meet this deadline will be 15 February 2024.

Vault

The Vault FAQ has been updated to reflect the change to showing assets by type rather than by owner. There is also updated guidance on how higher risk assets can be highlighted to users of Vault.

BT is now submitting data to Vault using an “on demand” model. This data is taken live from BT servers.

The option to provide data using an “on demand” model like BT’s is available to other Organisations should they be interested.

SRWR Training

The use of the SRWR e-learning packages (those in the Aurora Academy) has declined. This may be due to the fact all operators have been trained and there is a more stable user base, but all Organisations are reminded that they need to be able to prove the competency of their staff. The easiest way to achieve this is to make use of these e-learning packages.

SRWR Procurement

The current contract for the provision of the SRWR has been extended to end on 31 March 2025.

Following a recent procurement gateway review it was decided to delay the issue of the Invitation to Tender until January/February 2024. This will not impact the delivery date for the new service on 1 April 2025.

New Organisations on SRWR

Eclipse Power Networks Ltd has been given access to the SRWR.

Broadway Partners Limited entered into administration and its assets were bought by Voneus Limited, which has taken responsibility for both the assets and reinstatements.

RAUC(S) Community Diary

The RAUC(S) Community Diary has moved from the Google calendar to the Microsoft calendar. Anyone linking the calendar in their Outlook (or similar) systems will need to subscribe to the new link provided. More detail is available on the Commissioner’s website at: -

[Online Community Diary | Scottish Road Works Commissioner](#)

Systems Assurance Team

Systems Assurance Team met on 23 November 2023. Caroline Auld has taken over the Team Chair while Clare O’Brien is on maternity leave.

Prescribed Fees and Amounts

IR will start preparing the Prescribed Fees and Amounts matrix for the 2024/25 invoices which will be issued for 1st April 2024.

6. **Working Group Reports**

i. National Coring Group

The Group is meeting and is considering the arrangements for the next programme including any changes to the Advice Note. A Report will be submitted to the RAUC(S) Meeting in February.

The Report will be circulated to the Community.

ii. Inspections Working Group

The last meeting was cancelled and today's meeting may also be cancelled. There were therefore no issues to report.

iii. Coordination Working Group

There were no issues to report. There are two R.A. vacancies on this Group so all R.As should consider submitting volunteers details to the Chair and the Secretary. **Action – All R.As**

iv. SROR Review Group

The Group is not meeting at present.

The Appendix A9 Alternative Reinstatement Materials (ARMs)/Alternative Technologies (AT) was submitted to the last RAUC Meeting in October 23 and was approved for introduction.

v. SAT

The work of the Team is ongoing with no issues to be reported to this meeting.

vi. SRWR Steering Group

The work of the Group is ongoing with no issues to be reported to this meeting.

vii. RQP Working Group

The Group is not meeting at present but if there is a problem they will reconvene.

The discussions on Coal Tar materials and the SEPA involvement will be referred back to RAUC(S) and it may be referred to the SROR Working Group to progress.

HAUC UK Working Groups

There are Scottish R.A. vacancies on three of the HAUC UK Working Groups so again all R.As are asked to consider providing volunteers to the Groups.

Involvement on the Working Groups is valuable for career development.

7. **Health and Safety**

a. Health and Safety Bulletins

The Bulletins continue to be circulated by the RAUCs Secretariat. All were asked to send H &S Bulletins and reports to the Secretary so that they can be circulated to provide potential training and maybe avoid other Organisations having a similar problem.

Two Bulletins have been circulated during the last quarter They were: -

Report from Avon and Summerset Police advising that there have been pro-Palestinian stickers being placed in MacDonalds and KFCs. Behind the stickers are razor blades. It is believed that this will be repeated in other areas.

Report of a fatality on a Road site in the Avon and Sommerset Council Area. Newport City Council was fined £2million after death of an operative who was barrowing tarmac from the back of the local authority's tipper lorry when he was struck by a farm vehicle passing the road works.

b. List of Plant Protection Systems

All Organisations were asked to review the Schedule and send any revisions to the Secretary so that he can maintain a current listing. There are several Organisations which have to date provided no information. **Action - All**

c. Emergency Contact Details

All Organisations were asked to review the Schedule which was circulated and send any revisions to the Secretary so that he can maintain a current listing on the Web Site. There are several Organisations which have to date provided no information. **Action - All**

8. AOCB

a) RAUC(S) / Area RAUC Meeting Dates 2023

The previously circulated draft RAUC(S) and Area Meeting Dates was provided for information.

b) Local RAUC Meeting Dates and Contacts

The previously circulated draft RAUC(S) and Area Meeting Dates was provided for information. Any changes to dates or Chairs should be sent to the Secretary to update the schedule. **Action – LRAUC Chairs**

c) Management of Section 120 Notices - Protected Roads.

The consent of the road works authority is required for the placing of apparatus by an undertaker in a protected road.

Scottish Water raised this Item because they were being asked by Transport Scotland for payment for a retrospective permit for works they had carried out on their plant on the route of the Aberdeen Western Peripheral Road. The work was completed pre-construction of the road and before the road was placed in the protected road category.

There was little advice in any of the codes / advice notes on how this legislation should be managed and as a result it was proving difficult to agree a way forward. The fees being quoted

was a considerable sum so an agreement was required, and Scottish Water did not consider that there should be a retrospective application as the works were carried out before the road construction commenced. They were looking for guidance from the Meeting or for the matter to be escalated to RAUC(S).

Vodafone indicated that they were also involved in the same discussions and would appreciate this matter receiving discussion and guidance from RAUC(S).

The Meeting agreed to this matter being escalated to the February RAUC(S) meeting.

Action – K.D.

There was also clarification required on the difference between Special Roads and Protected Roads as there were R.As which had recorded roads under the wrong category. The norm is that most Special Roads and protected roads are Trunk Roads. Restricted roads could be created by notice on all newly surfaced / completed roads for a period to avoid works (requiring excavation) on plant being carried out for a period of 3 years.

The above 2 matters should be remitted to the relevant Working Groups for consideration on drafting suitable Advice / Guidance.

d) Withdrawal of Portable Traffic Signal Guidance (Pink Book)

All should note that the Pink Book has been withdrawn. Information on this change is available on the Commissioner's web site on the following Link: -

<https://roadworks.scot/news/statement-portable-traffic-signal-guidance>

RAUC(S) could review the decision and ask for a review to be carried out and suggest changes or simply agree with the decision to remove the document.

Comment was made that the Red Book directs the user to the Pink Book. That will need to be dealt with in the current Red Book review. Advice Note No. 8 also has references to the pink book.

CityFibre commented that for Organisations operating on both sides of the border there needs to be a common approach to the provision of these documents.

e) Erection of Safety Barriers

Dundee City are in discussion about the erection of safety barriers using tape to join them together when the guidance indicates that they should be connected using the manufacturers correct clips.

There was a disagreement on the wording of the LRAUC meeting where this matter had been discussed.

The Contractor had endeavoured to ensure that the barriers were stable and secure and had not contravened any codes or advice notes.

This system of erection was used twice on the same site but in different streets. The Contractor when questioned indicated that clips were available but were not used. The Sample failure was being disputed.

K.Q. suggested that the matter be recorded as a dispute and referred to a dispute panel set up by the Area.

There was a view expressed by the S.U.s that the Clips may not have been used but the barriers were made stable using tape with agreement that the correct clips were used in future.

D.R. suggested that this matter needed to be reviewed by the Disputes Panel so that it would be clear in the future what was and was not acceptable.

J.McD. agreed to resend copies of the emails on the subject which had not been received by D.R.

K.D. will review the process and set up a dispute panel for both Dundee City Council and CityFibre, she will then inform D.R. and J.McD of the findings before the next round of RAUC meetings.

Action – K.D.

f) Aberdeen City Council – FPN Dispute

With reference to an FPN dispute between CityFibre and Aberdeen City there should be discussion with Alex McNiven. In the meantime, K.A. will look into the matter.

g) National Coring Programme Questionnaire

L.H. reported that the Coring Working group had drafted a Questionnaire to gather information from all who had been involved in the last programme. This would be issued in the next few days and all were asked to respond to inform discussion on the next programme.

h) Rob James – Network Rail

The Committee noted that Rob was leaving Network Rail and would be leaving RAUC(S) and associated Groups. He was thanked for his input to the Community, and all wished him well in his next post.

i) Karyn Davidson

Karyn reminded the meeting that this was her last meeting as the Area Chair. All thanked Karyn for Chairing the meetings over the last year and her input to the NAREA Community.

j) Alison MacLeod

Alison (highland Council) would be the Area Chair for the next two years. She suggested that as NAREA was so widespread that the meetings would be better continuing on MS TEAMS. She would take advice on this matter and inform the members.

Action – A.MacL.

9. Date and Venue of Next Meeting

The Next Meeting will be held on **Tuesday 21st May 2024 at 10.30am**

Subsequent meetings will be held on: - Tuesday 17th September 2024

Venue: -

Future Meetings for NAREA RAUC will be held on MS TEAMS or as agreed following discussion.

Meeting closed at 12.27