



SAREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: 30th May 2024

Meeting held on MS TEAMS

Present:

Ian Dalrymple (Chair)

Sarah Abbot S.A.
 Vincent Addo V.A.
 Caroline Auld C.A.
 Neil Brannock N.B.
 Ainsleigh Brown A.B.
 Sharon Burns S.B.
 Katie Campbell K.C.
 Joao Carmo J.C.
 David Carter D.C.
 Michael Casey M.C.
 Steve Charlton S.C.
 Martin Cochrane M.C.
 Gerry Cullen G.C.
 Suweyda Dahir S.D.
 Nikki Dance N.D.
 Karyn Davidson K.D.
 Tyri Donovan T.D.
 Jim Forbes J.F.
 Michael Fawkes M.F.
 Julie Greig J.G.
 Mike Grunwell M.G.
 Barry Hall B.H.
 Kevin Hamilton K.H.
 Katrina Hardy K.Ha.
 Alan Harrington. A.H.
 David Hearty D.H.
 Keith Johnson K.J.
 Matthew Jones M.J.
 Lynne Lyle L.L.
 Clare McCulloch C.McC.

I.D.

Openreach

Netomnia
 Hyperoptic
 Network Rail
 Autolink M6
 Transport Scotland
 GoFibre
 North Ayrshire Council
 SPEN
 South Lanarkshire Council
 Royal Mail
 mua Group
 Amey
 Amey
 Voneus
 Cornerstone Networks
 Vodafone
 Espug
 CityFibre
 East Renfrewshire Council
 SGN
 Dumfries and Galloway Council
 GTC-UK
 Scottish Road Works Commissioner.
 INEOS
 mua GROUP
 MBNL-EE/3
 Scottish Borders
 Last Mile
 Ayrshire Roads Alliance
 Dumfries and Galloway Council

Present (continued):

Christopher McCarte	C.McCa.	Energy Assets
Jordon McDonald	J.McD.	CityFibre
Michelle MacDonald	M.MacD.	Virgin Media / O2
Fiona McInnes	F.McI.	Scottish Water
Ross McIntosh	R.McI.	Balfour Beatty
Stewart Mackenzie	S.Mack.	Balfour Beatty
Craig McQueen	C.McQ.	Scottish Water
Chris Murray	C.M.	Sky
Jean-Donnan Olliero	J-D.O.	Trooli Ltd
John O'Neill	J.O'N.	Netomnia
Valerie Park	V.P.	South Lanarkshire Council
Kat Quane	K.Q.	Transport Scotland
Graeme Robin	G.R.	North Ayrshire Council
Iain Ross	I.R.	o.S.R.W.C.
Stephen Scanlon	S.S.	Openreach
Evelyn Scott	E.S.	Indigo Pipelines
Ruth Scott	R.S.	Neos Networks
David Shaw	D.Sh.	Ayrshire Roads Alliance
Shannon Riley	R.S.	Amey
Graham Slorach	G.S.	Netomnia
David Thomson	D.T.	SPEN

In Attendance: -

George Borthwick	G.B.	Secretary to SW Area RAUC
Robert Young	R.Y.	Scottish Government

Apologies:

Joanne Bain	J.B.	Trooli Ltd
Lee Broomhall	L.B.	Royal Mail
Gavin Cook	G.C.	East Renfrew Council
Darren Grant	D.G.	SSEN
Owen Harte	O.H.	Virgin Media
John Henderson	J.H.	Scottish Borders Council
Glen Jones	G.J.	Hyperoptic
Carole McDonald	C.McD.	Fibrus
Graham Milne	G.M.	oSRWC
Ben Wragg	B.W.	Iternetty

1. Welcome, Attendance and Apologies

Ian Dalrymple (Openreach) introduced himself as the new Chair taking over from Michael Grunwell. He welcomed all to the SAREA RAUC Meeting. This meeting was being held on MS TEAMS.

Apologies were recorded as listed above.

2. Approval of the Minutes of the Meeting Held on 1st February 2024

a. Accuracy

The minutes of the SAREA RAUC Meeting held on 1st February 2024 on MS TEAMS were approved as read.

b. Action Tracking Summary

Comments are recorded on the Action Tracking Summary.

bi. Erection of Safety Barriers- Dispute Panel Report

The Committee noted the previously circulated report regarding a dispute between Dundee City Council and CityFibre relating to the use of insulating tape to connect sections of safety barrier on two sites in Dundee. The Panel had found in favour of CityFibre.

3. Written Reports from Local Co-Ordination Meetings / Clusters

Reports to the Committee were recorded as follows: -

Ayrshires and East Renfrewshire Local RAUC – Lynne Lyle

There were no major issues to be remitted to this meeting.

South Lanarkshire Local RAUC – David Carter

Scottish Power had provided a representative to the meeting.

There were no other issues to be remitted to this meeting.

East / Mid Lothian and Scottish Borders Local RAUC – John Henderson

No major issues to be remitted to this meeting.

Dumfries and Galloway Local RAUC – Michael Grunwell

There were no major issues to be remitted to this meeting.

For Organisations intending to carry out work on their structures Dumgal had circulated information on their internal staff who should be contacted to discuss the proposed works.

F.McI. asked all Chairs to send copies of their minutes to the Secretary for posting on the Web Pages. Several pages were now out of date. Copies should be sent in either word or excel format.

Action – LRAUC Chairs

e. Proposed Changes to Road Designations

M.G. reported that Dumgal were reviewing their road designations and will likely downgrade reinstatement category and traffic sensitivity on a number of roads. In accordance with the Codes / Advice Notes this would be reported in due course but should not be a problem for Organisations.

J.F. suggested that if the designations were being lowered it was probably only necessary to submit a report for noting to the LRAUC / Area RAUC meetings. I.R. recommended that the instructions in the Codes and Advice Notes are followed.

4. Matters Arising from RAUC(S) Meeting 21st February 2024

The previously circulated draft Minute was taken as read. I.D. commented as follows: -

- There had been a low response to the Coring Questionnaire and although the response date was passed it was suggested that further responses would be welcomed. The development of the programme is important to all Organisations.
- The Committee noted that Brian Wilson had retired from Scottish Borders Council. Brians input to the Community was much appreciated.
- Webinars are programmed with Compliance being one of the topics. This event was for the present being focused on the R.As but further webinars on this topic will be provided in due course for the S.U.s.
- There are still problems being recorded with the Apps in the Dumgal area but it may be firewall issues however, others suggested they were also having problems. This is being investigated. The o.S.R.W.C. need to be kept up to date on this matter.
- Alison Williams provided an interesting presentation on the subject of Net Zero. The slides from the meeting were circulated but if anyone did not receive them they should contact the Secretary.

a. RAUC(S) Working Group Membership

Coordination Working Group: - The names of the representatives on the schedule are correct at present.

Inspections Working Group: - There are two changes to the R.A. Representatives. James Watson and Nichola Miller agreed to join the Group.

Owen Harte is retiring so a SU Representative may be needed.

The Committee noted that Adrian Henzler has indicated that he would be prepared to join a Group as a S.U. Representative.

SROR Working Group: - The Committee noted that since the SROR had been published the Group was not meeting to discuss that document. They had also completed the Appendix 9 for material / process etc. trials. They were now reforming as a panel to assess the results of trials and make recommendations on adoption into the SROR.

National Coring Programme Working Group: - Ian Jones had retired and he has been replaced as R.A. Co-Chair by James Watson. Seve Scanlon is retiring and he will be replaced as S.U. Co-Chair by Iian Dalrymple.

The Committee thanked Ian and Steve for their input to the Community over the years and wished them a happy retirement.

SAT: - Claire O'Brien indicated that she is intending to rejoin SAT when she returns to work. The membership for the present is adequate for the work load.

SRWR Steering Group: - David Armitage will be retiring in August and the Chair will be taken over by Fiona McInnes who is due to complete her 2 years as the RAUC(S) S.U. Co-Chair.

The Committee recorded their thanks to David for all his input to the Community over many years.

As J.F. was retiring the suggestion was made that the membership reverts to 4 R.A. and 4 S.U. Representatives giving a balance to the Team.

Caroline Auld has replaced Clare O'Brien on the Group and Owen Harte is the replacement for Andy Matheson.

RQP Working Group: - The group is currently not meeting as the document was approved and is now in use.

The next stage is to have it signed off by the Ministers and K.Q. has been informed by the Group Co-Chairs that this can go ahead as there are no changes to be made.

Gazetteer Working Group: - The work of the Group is ongoing with valuable assistance from Roger Garbett.

There is a vacancy for a S.U. Representative on the Group. While the work of the Group is focused on R.As the view is that a S.U. Representative would have a value to the discussions.

Advice Note 8 Working Group: - This group will need to be reconvened so a R.A. Representative will be required. A volunteer from the R.A. Community would be appreciated. L.H. or J.H. may be available to provide input from the Commissioner's Office.

b. HAUC UK Working Groups (R.A. Reps Required)

There are vacancies for R.A. Representatives as follows: -
Training and Accreditation W.G.
Reinstatements W.G.

David Armitage will be retiring in the summer so there will be vacancies on the Diversionary Works W.G. and the Records W.G. The Records Group is not meeting at present.

There is a vacancy for a S.U. Representative on the Records Working Group.

Attendance at these Groups to ensure the Scottish Community is represented in the decision making on drafting codes etc. Membership also provided good experience in career development.

Volunteers should contact the RAUC(S) Co-Chairs.

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.: -

The batch diagram had not been issued this cycle as there was no changes to be commented on since the last round of meetings.

Roadworks Reform and related Legislation

- The first part of the legislation relating to VAULT is now in force and it is mandatory to supply plant data plans to VAULT, and the existing requirement to report apparatus which is in the wrong location has been updated to fall within the same broad requirements – these changes should not affect Organisations already submitting data to VAULT.
- The second part of the legislation will give more detail on the information which will be required. This will be informed by the responses received from a planned consultation on plant information. We hope to prescribe information on the basis of safety and efficiency. While information about site experience directly from road workers is being sought, the corporate views of Organisations are also welcome. To make sure your sector is represented, or for details on the consultation please contact Ainsleigh Brown.

Codes of Practice

- In preparation for ‘VAULT Stage 2’ guidance should be provided within one of the existing codes on how to report on apparatus which is not included on plans, or wrongly recorded on plans (Unexpected Buried Object - U.B.O.). The required functionality is being discussed with the oSRWC.
- The RQP Code has now been in place for over a year, and as planned it will be put before Scottish Ministers in 2024 for endorsement. The RAUC(S) Community is formally invited with the oSRWC to review the current draft and make any updates required before it is submitted to the Ministers later this year.
- The national UK Diversionary Works Code and Safety at Street Works and Road Works a Code of Practice remain under review. We have asked the DfT if an update can be made directly to RAUCs for information. This has been remitted to their consultant.

Future Plans

- Transport Scotland in its policy capacity is considering the future of HGVs in Scotland, and in particular the kinds of infrastructure needed to support a move to renewable/electric HGV fleets in the future. Transport Scotland’s Karen Geekie is keen to seek views/concerns as part of this long-term planning from all sectors, and specifically from RAUC(S) and SCOTS. Please contact either K.Q. or K.G. if you or your Organisation have views to share relating to this very long-term review.

Scottish Government

- First Minister John Swinney has completed the appointment of his ministerial team. Ms. Hyslop remains Cabinet Secretary for Transport.

5b. Scottish Road Works Commissioner's Report

Compliance Powers

The Compliance Officers continue to focus on L.A. Signing, Lighting and Guarding using video surveys with records to date as follows:

- 20 Authorities visited
- 311 Sites observed
- 97 sites with non-compliant SLG
- Average of 6 sites visited / hour

Commissioner webinars continue for L.As to raise awareness of compliance powers around SLG issues, noticing requirements and gazetteer issues. Forthcoming events are planned for 5 June and 19 June.

Events for S.U.s will be arranged in due course, probably towards the end of the year.

Performance

Performance Dashboard

The SRWR 2023/24 Q4 dashboard was issued on the 08 May 2024 and many thanks are given to those who have responded.

The Q1 2024/25 quarterly dashboard will be issued w/c 15 July 2024.

Monitoring of the Inspections Recorded Late, Outstanding Final Inspections & Inspections on Defects Awaiting Repair.

After monitoring these reports last year, the Commissioner has now included them in the quarterly performance dashboard.

Noticing Failures

The 2023 / 24 year average for R.As was 5.4% and for S.U.s was 7.1%. The Q1 figures to date are 5.2% and 5.4% respectively. These improvements are welcomed but the Commissioner reminds all that the target is 4%.

SRWR Gazetteer

Every authority required to provide a Gazetteer for the last deadline made a submission which makes two quarters in succession with 100% success. The Commissioner thanks all Authorities for their efforts to achieve this.

Annual Performance Reviews

Annual Performance Review letters were issued to all Organisations on the 23rd / 24th May. Please respond to the oSRWC if any actions are required by your Organisation.

Commissioner Improvement Plans

Currently the following organisations remain on improvement plans, Aberdeen City Council, Aberdeenshire Council, BT, City of Edinburgh Council, Dundee City Council, Lothian Broadband, Midlothian Council, Moray Council, Netomnia, Perth & Kinross Council, Scottish Hydro Electric Power Distribution and SP Energy Networks and Trooli Ltd. *(Since the meeting all should note that Trooli Ltd has been removed from the Improvement Plan as of 29th May 2024)*

The next Improvement Plan submissions are due on the 12 July 2024.

Policy and Quality

The Commissioner's three papers on the agenda were circulated for information. These are:

5ci Commissioner Advice Paper 9 - Roads (Scotland) Act - Sections 60, 60A and 61B. This relates to prescribed qualifications for R.A. operatives and supervisors. Please note that this is at draft stage and the Commissioner is currently seeking legal opinion prior to presenting the finalised Advice Paper to RAUC(S) on 26 June.

5cii Commissioner Advice Paper 10 - Requirements to Receiving Notifications on the SRWR. This formalises and updates the Type of Notices that Organisations are required to receive on the SRWR.

5ciii Misuse of Standard Works. This is to raise an issue whereby Organisations are using the Standard Works type where the Major Works type would be more appropriate.

Would ask that papers are taken as read.

Updated Codes/Guidance

Updated version of the Penalties Code (v.1.5) and Advice Note 30 (v.1.1) have now been published on the website at: -

<https://roadworks.scot/legislationguidance>

National Coring programme 2025

The next national coring programme has officially commenced and will be the NCP 2025. The o.S.R.W.C. will continue to provide support to the coring working group.

Cores will be taken from reinstatements created between 1 April 2024 and 31 March 2025.

Safety at Street Works and Road Works Code of Practice Review (Red Book) is on-going. The DfT commissioned the Arup AECOM consortium to review and update the Safety Code. They consulted with the HAUC working group to identify and prioritise amendments to the Code, and a summary of the issues was sent to key stakeholder groups in late April /early May. The updated Safety Code will be subject to public consultation later in the year. All are asked to note the Consultation when it is published and respond where they consider relevant.

DfT have commissioned PyeTait consultancy to carry out a full review of the Training and Accreditation process. The Community will be kept updated of any progress on this review.

Safety bulletins are still being sent out by the RAUC(S) secretariat as and when they arise.

Management & Operation of the SRWR

Prescribed Fees and Amounts

Invoices for the Prescribed Fees and Amounts for 2024/25 were issued to all Organisations on 2 April 2024. At the time of the meeting £693,000 has been collected out of the £901,314 total, with 65 out of the 98 organisations having paid.

This is more or less on the anticipated collection programme. Towards the end date for payment, reminders will be issued to the Organisations which have not paid their Fees.

The Commissioner has raised concern about confusion caused by the Estimates which were sent out in March. Several Organisations did not appreciate the figure was an estimate which was likely to change during March (due to influences out with the Commissioner's control) and many paid what was potentially the wrong sum using the estimated figure. To avoid future confusion the Commissioner plans to stop issuing these estimates. He is willing to listen to the Community if some Organisations want to continue receiving these estimates.

Transport (Scotland) Act Changes

Transport (Scotland) Act changes to the SRWR for Unidentified (now Unexpected) Buried Objects, Compliance Notices and Commissioner Observations are now live on the register.

Organisations should now be recording details of assets discovered during works and monitoring the Register for Commissioner communications.

The legislative requirement for all Undertakers to have submitted a data set to Vault came into force on 1 April 2024.

Compliance Notices will appear on a new Task Summary list on the Register for assessment.

Commissioner Observations will appear as Works Comments against the works and will appear in the Work Comments Awaiting Assessment Task Summary List on the Register, alongside other Works Comments.

SRWR Procurement

The Invitation to Tender was issued on 7 March 2024 using the Scottish Government's Dynamic Purchasing System (DPS). Responses have been received and reviewed by the Evaluation Team. At the time of writing a recommendation is being prepared for the Commissioner.

New Organisations on SRWR

There have been no new organisations making use of the SRWR this quarter.

Giggle Limited have indicated that they no longer wish to be considered an S.U. As they have placed no apparatus and carried out no works in the road, their access to the SRWR was revoked on 31 March 2024.

Axione UK Limited have sold all their assets on to Trooli Ltd. Trooli Ltd have confirmed they are taking responsibility for all Axione apparatus and reinstatements.

SRWR User Satisfaction Survey

The 2023/24 survey is now closed. Sadly there were only 133 responses received.

The survey overall indicated a positive response. Areas highlighted for improvement related to the reliability of the mobile apps. User's opinions have improved since the previous survey.

Tay Area Gazetteer Group

The Tay Area Gazetteer Group is struggling to find a chair. The Commissioner encourages the R.As in this area to find a volunteer. In the NRAUC only Angus Council and Dundee City Council are affected and they should consider providing a volunteer.

Clarification on Targets for Sample Inspections

The Systems Assurance Team has asked for the R.As to be aware that they are not required to have a target for sample inspection against their own works or works on private streets. Inspections against an authority's own works, or those for private streets are not legally required and do not count towards the totals in the Commissioner's SRWR Dashboard or Annual Performance Reviews.

The estimate provided by the Register is a starting point for agreeing the final figure. The estimate can be revised during the year to accommodate changes in works programmes.

While on the topic, the Commissioner would also like to make S.U.s and R.As aware they should have agreed the estimate figures at the start of the financial year.

SGN indicated that Inspections were being raised on Private Roads by the Register. This should not be happening, and they should not be charged. I.R. responded that he thought that the Register was working correctly but he would check this and provide a response. The Commissioner advised that the process was correct but he would clarify the matter.

Action – I.R. / The Commissioner

6. Working Group Reports

Coordination Working Group

- The Group completed the review of the list of suggested revisions submitted by K.Q and J.H. and had amalgamated the content of 3 Advice Notes into the Code.
- The Group were now checking the Draft Code to ensure it was ready for issuing to consultation.

Inspections Working Group

- The Inspections Reports for LRAUC Meetings have should soon be available (hopefully) for the next cycle of meetings.

SROR Working Group

See report in Item No. 4a

SAT

The work of SAT is ongoing with new Change Requests being reviewed.

SRWR Steering Group

The update was covered in the items in the Commissioners Reports above.

The last meeting held on the 16th May was hybrid with the majority of Representatives attending in person. Those who used the hybrid facility found it satisfactory.

A request was submitted for 30/10 material to be added to the Drop-Down list. This is required as soon as possible as reinstatements were being carried out in that material. In addition the recorded data must be correct to meet the requirements of the Coring Programme when allocating sites.

The requirements of the new legislation on VAULT is ongoing .

The delivery of the Performance Reports which are to be produced by the SRWR for the LRAUCs should be available in the near future with the formats etc all agreed.

RQP Working Group

See reports above.

Gazetteer Group

The work is ongoing with R.G. meeting with individual Authorities to discuss data in their Gazetteer which appears to need revision. Progress on updating is going well.

National Coring Working Group

The Group continues to meet regularly and have been considering the following: -

- There was a poor response to the questionnaire which was issued to get comments on the last programme to feed into the preparation of the next programme.
- The cores for the 2025 programme will be taken from reinstatements carried out between 1st April 2024 and 31st march 2025.
- A request was made for consideration to be given to coring narrow trenches which to date had been ignored. This method of laying plant is being used more often especially by the Telecom industry.

7. Health and Safety

Safety Bulletins are being circulated by the Secretariat when they are available, but the Community is asked to provide more bulletins and reports from their Organisation. There may be reports on events which will prevent the problem being repeated.

a. List of Plant Protection Systems

This is a standard Item on the Agendas giving all the opportunity to update their details in order that the schedule is up to date on the Web Site.

This Schedule requires to be updated to record the new Organisations which have joined the Community. The Secretary will check the data and contact Organisations which have not provided information in an effort to bring the Schedule up to date. **Action - Secretary**

b. Emergency Contact Details

This is a standard Item on the Agendas giving all the opportunity to update their details in order that the schedule is up to date on the Web Site.

The existing Schedule needs to be checked and revised, if necessary, then circulated across the Community so that operators etc know who to contact 24 / 7 to report an emergency. There are several new Organisations on the list with no contact information provided.

The Secretary will check the data and contact Organisations which have not provided information in an effort to bring the Schedule up to date. **Action – Secretary**

8. AOCB

a. RAUC(S) Constitution

J.F. reported that the Constitution required a review as it was 2 years since it was introduced. Comments and suggestions had therefore been requested. He and David Carter had agreed to carry out the review.

There was only one response which had been sent into him and D.C. and on that basis the recommendation to the RAUC(S) meeting in June would be to continue with the existing Constitution.

9. Date and Venue of the Next Meeting

I.D. thanked all for their attendance at the meeting.

Next Meeting: – Thursday 26th September 2024

Venue: - MS TEAMS or as agreed and advised

Future Meeting Dates: - Meeting dates for 2025 will be agreed at the next meeting.

Meeting ended – 11.55