



**WEST of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES  
COMMITTEE**

**Minutes of the  
QUARTERLY MEETING**

**Date: 14<sup>th</sup> June 2022**

**Meeting held on MS TEAMS**

**Present:**

Andrew Matheson (Vice Chair)	A.M.	Virgin Media
Caroline Auld	C.A.	Network Rail
Greig Barker	G.B.	Stirling Council
Kevin Burns	K.B.	Inverclyde Council
Michael Casey	M.C.	Royal Mail
Sharon Burns	S.B.	Gofibre
William Colins	W.C.	Stirling Council
Stefeni Cownley	S.C.	ESPUG
Lesley Craig	L.C.	Renfrewshire Council
Karyn Davidson	K.D.	Vodafone
Jillian Donaldson	J.D.	Renfrewshire Council
Lucas Ferguson	L.F.	
Jim Forbes	J.F.	CityFibre
Julie Greig	J.G.	SGN
Barry Hall	B.H.	GTC
Jason Halliday	J.H.	o.S.R.W.C.
Frederick Hart	F.H.	Argyll and Bute Council
David Hearty	D.H.	MBNL-EE/3
Alan Houston	A.H.	East Dunbartonshire Council
Ian Houston	I.H.	BEAR Scotland
Mamadou Jalloh	M.J.	North Lanarkshire Council
Claire Kirkpatrick	C.K.	West Dunbartonshire Council
Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
Graham Milne	G.M.	o.S.R.W.C.
Clare O'Brien	C.O'B.	Argyll and Bute Council
William Park	W.P.	
David Paton	D.P.	Amey / M8 DBFO
Katrina Quane	K.Q.	Scottish Government (TS / SG)
David Ross	D.R.	BEAR Scotland
Iain Ross	I.R.	o.S.R.W.C.
Wendy Ross	W.R.	Transport Scotland T.S.
Ruth Scott	R.S.	SSE Telecom

Alistair Schofield	A.S.	North Lanarkshire Council
Allan Stewart	A.St.	Amey
Callum Stewart	C.S.	Glasgow City Council
Craig Stewart	C.St	East Dunbartonshire Council
David Thomson	D.T.	SPEN
Alistair Wales	A.W.	Verizon

**In Attendance:**

George Borthwick	G.E.B.	Secretary to RAUC(S)
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**Apologies:**

Jamie Barr	J.B.	East Renfrewshire Council
David Fleming	D.F.	PAG T.S. Agent M74
Mike Gray	M.G.	Bear Scotland N.W.
Owen Harte	O.H.	Virgin Media
Carole McDonald	C.McD.	CityFibre
Christopher Murray	C.M.	Sky
Tom Murphy	T.M.	Argyll and Bute Council
Ronald Murray	R.M	Petroineos
Scott Walker	S.W.	North Lanarkshire Council

**1. Welcome, Attendance and Apologies**

Andrew Matheson in the absence of Scott Walker welcomed all to the first meeting of the WAREA RAUC. This meeting was being held on MS TEAMS.

Apologies were recorded as listed above.

**1a. Promoter App Presentation – Iain Ross**

Iain gave a short presentation on the App as follows: -

The location of a site can be found either on the mapping layer or by typing in the location e.g. Street name, LA Reference etc. The map on the screen can be zoomed either in or out in the usual way using two fingers to pinch in or spread out.

Sites will appear on the map as either a Blue Dots (works to start) or a Green Dots (to record clear / close details) These locations can be interrogated for details of the works and the actions required.

Details of the Start time and Closed / Clear Site times can be recorded. Where the site is in an area where there is no signal the details required can be recorded and the information with automatically download to the Register when the device comes back into an area with sufficient signal. The map layer should be downloaded prior to going into an area with poor contact. Note that the date which will be recorded is that when the phone downloads.

Other facilities include: -

Date of Start Work or Close Work.

Method of working.

A text box for providing additional information

Camera option to photograph the site and other details which can then be attached to the record.

The error correction is dealt with using the Register via the office, so contact is needed with control to have the error reset. It is not anticipated that there will be many errors as the system is simple to use.

The view was that specific training on the App would not be provided as it was not difficult to learn but if there are any queries, they will be answered by the Support Desk or Commissioner's office.

Mandatory recording of the start / stop times within 2 hours is required. The working day 0800 to 1630 allows the time to be recorded the following day up to 0930 if the work is closed / cleared at 1400.

A check on the Register should be made to confirm that the data has been recorded.

The App indicates that a RQP is in place, but it cannot be viewed. Although the RQP is held on the Register it can only be accessed and viewed by the owning Organisation. A tick box is available to change from the default of RQP is available.

The change to a two hour start time record was a Ministerial request in the Transport (Scotland) Act 2019. The data on the Register is being used by others e.g. travel planning apps so more accurate data is being requested.

All were reminded that they must check the data from the App has been recorded.

If there appears to be a problem with any of the Apps and the recording of data, it should be reported to the Support Desk and if the response does not deal with the problem, it should be escalated to I.R.

The App is not part of the Register but is simply a method of feeding and receiving information to the Register.

I.R. thought that only one Photograph could be attached to the record and suggested that a Change Request should be submitted to have that number increased. The suggestion was made that two C.Rs should be submitted i.e. for one photo / visit and one per phase.

J.G. indicated that the App should reflect a change of date / time. This was an essential feature.

The Committee noted that where an Inspection is not saved it will indicate the ongoing need for an inspection.

Any problems should be passed to I.R.-

## 2. **Approval of the Minutes of the Meeting Held on 22<sup>nd</sup> February 2022**

### a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 22<sup>nd</sup> February 2022 on MS TEAMS were approved as read.

### b. Action Tracking Summary

The comments on the actions from the previous meeting are contained in the updated Action Tracking Summary with the following additional comments: -

25<sup>th</sup> May 2021 Item No. 8 and 22<sup>nd</sup> February 2022 Item No. 2b - Use of 30 /14 Reinstatements

A joint Scottish Water / SGN paper will be submitted to the RAUC(S) meeting on the 29<sup>th</sup> of June and the discussion will be recorded in the minutes which will be circulated to the Area Meetings. The R.As consider that the sites where this material is used must be clearly recorded on the Register. **Action – Closed**

The previous discussion about the use of temporary traffic signals for temporary pedestrian crossings on routes with low traffic volume and footfall will be remitted to the Red Book Review Group.

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

### **Glasgow / Renfrewshire**

L.C. reported as follows: -

The meeting was strongly biased to the Glasgow area so there may have to be a review of how discussions are managed.

There were no issues remitted to this meeting.

### **East Dunbartonshire / North Lanarkshire**

M.J. reported as follows: -

The problems of posters and graffiti was discussed with requests made to the relevant S.U.s to keep their plant poster / graffiti free. It was noted that leaving one item very quickly resulted in many being posted and the Councils were eager to maintain a tidy environment.

There is a large number of fibre installations being laid throughout the Areas,

### **Stirling**

W.C. reported as follows: -

The works programmes are recorded on the Register

The S.U.s were asked to note the routes affected by works on the cycleway through the Stirling Town Centre and try to avoid working in the affected area and notify the need for any work they required to carry out on their plant prior to the cycleway construction.

#### **WoS Local RAUC (Inverclyde / Argyll and Bute)**

C.O'B reported as follows: -

The meeting had reviewed the new Agenda and discussed how it would be operated moving forward. The issues discussed were: -

- Collation of programmes and other data to be discussed.
- What issues the S.U.s wanted to be tabled.
- The format for reporting sample and other inspections. J.F. commented that the data was all recorded on the Register and the hope was that the Reports could be standardised and produced direct from the Register without the need for transferring Data from the Register and producing individual excel spreadsheets.

Comment was made about the programming of Sample Inspections over the year. While the percentage number of inspections carried out each quarter was not defined it was sensible to spread the total over the year to allow S.U.s to monitor their performance and action changes as needed. This was the method of working that the Commissioner was keen to progress throughout the Community. J.G. indicated that there were instances of R.As having completed their Sample Inspections by the end of the first quarter.

C.O'B commented that there was a problem of the inspection results being skewed on work carried out by small S.U.s. If they only had two inspections and one failed it resulted in a 50% performance.

#### **4. Matters Arising from RAUC(S) Meeting 2<sup>nd</sup> March 2022**

The previously circulated Minutes of the meeting were taken as read with the following comments: -

- A presentation was given to the meeting by Jonny Moran from Transport Scotland on the Abuse Campaign which was ongoing dealing with the abuse of the workforce on site and at meetings. The presentation was well received, and the Power Point slides have since been circulated.
- The Commissioner gave a short presentation on the use of TTROs and TTRNs indicating his pragmatic view of how they should be used. He suggested that for short term work the TTRN was a better option as it did not default to Major Works needing a 3-month Notice.
- The review of the "Red Book" was to be carried out nationally led by the DfT. Scottish Representatives have been appointed to the review group to put forward the Scottish Community requirements. The group has not yet convened.
- SROR Review – The Group is meeting every two weeks and is now progressing through the sections. The plan is to complete a draft to be submitted to the autumn meeting of RAUC(S) followed by a consultation.
- The membership of Working groups is under review with the proposal to reduce the numbers involved with each Committee to 4 R.As and 4 S.U.s to reflect the reduction to 4 Areas. This may help to reduce the problem of finding sufficient members for each Group.

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

### a. Scottish Government Report

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

The revisions to the Legislation raised from the Transport (Scotland) 2019 were progressing and were now about 50% completed.

The legislation dealing with R.Q.Ps and Qualifications is introduced from next April. There will be a short consultation on who requires to be qualified including and accredited on site at any time. The result may be that the current requirements are satisfactory, but the view was that the questions should be asked. All are asked to submit a response from their Organisation. SCOTs, RAUC(S) Jag and other Groupings can submit joint responses. TAG have been asked to make a formal response.

R.A. Qualification legislation will be introduced April 2023.

Soft launches will be used for these introductions.

VAULT will be mandatory from 2023 / 2024.

The Legislation relating to the 6-year guarantee will be introduced in October 2023 with a soft launch.

The introduction of Compliance Notices will require changes to Coordination code & inspection code (AN15 potentially) required. In tandem with this the Commissioner will require to develop his staff to include Inspectors.

The FPNs will be subject to Review.

K.Q. confirmed that the App is not part of the Register. It is just one of the ways which can be used to record data on the Register. The 2-hour period to record the start and finish of works is the only change. The information available affects others e.g. when others can commence their works, disabled requiring access along the route affected by the works and the travelling public planning their journey.

The Red Book is to be reviewed by the DfT. Scottish Representatives have been appointed to the Working Group to raise the needs of the Scottish Community to have them included in the draft which will be issued for comment.

As a result of the Ukraine / Russia conflict the availability of suitable crude oil for bitumen manufacture was reduced. Since then, other sources of crude oil have been found and the bitumen availability is back approaching normal. If there are any issues, they should be passed to K.Q.

At present the working arrangements relating to Covid are now generally back to normal but should Covid spike again it may be necessary to reintroduce restrictions.

The NUAR consultation on their proposed VAULT type service for England and Wales has ended but if there is anyone who missed it, they can still send comments to NUAR. Populating NUAR will not be required in Scotland as VAULT is used. Organisations working on both sides of the border will have an interest in both systems and would find advantage in commonality in their operation.

## **b. Performance Dashboard**

The Committee received the report as follows: -

Jason Halliday has joined the staff of the o.S.R.W.C. from West Lothian Council appointed to the post of Policy and Quality Manager. Jason's immediate focus will be on RQPs and will be contacting undertakers to discuss their plans for submitting RQPs in advance of the deadline of 31 March 2023.

**Dashboard** - The SRWC 2021/22 Q4 quarterly dashboard has been issued.

### **Performance – change of process for reporting**

With the new constitution and the RAUC's Area RAUCs meetings being held three times a year calendar, there is an expectation that the organisational performance information provided at the triannual meetings will not be as focused as previously. The Commissioner has therefore decided to introduce a more specific narrative of operational activity across all sectors. These changes will discuss Organisations who are operating at the opposite ends of a compliant performance.

**2021/22 Performance Reviews** were issued on the 26 May and the rating system adopted is either Well-managed, Satisfactory or Unsatisfactory. Multiple categories of non-compliance or year on year failure will rate an organisation as unsatisfactory.

The performance by R.As in 2021-22 delivered 11 Well Managed, 16 Satisfactory and 7 unsatisfactory which were East & South Ayrshire Council, Fife Council, Glasgow City Council, Highland Council, Perth & Kinross Council and Tay Road Bridge Joint Board. It should be noted that 2 authorities have delivered significant improvements during the latter period of the reporting year whilst 4 are required to provide information on their inspection processes.

Performance delivered by S.U.s is cause for concern as over 51% (16 No) of all operating (delivering works) Organisations have delivered an unsatisfactory performance. 7 of those Organisations have delivered improvements during the latter part of the year. The following Organisations have been asked to contact the Commissioner – Borderlink Broadband Limited, ESP Electricity, Fulcrum Pipeline Limited, Hyperoptic, Indigo Pipelines, Last Mile Electricity Limited, Lothian Broadband, Verizon and Zayo.

4 Organisations have been rated as Well Managed (EE, GTC, Neos Networks & Network Rail) with 11 satisfactory.

All discussions relating to Unsatisfactory performance may result in Organisations being placed on a Commissioner Improvement Plan.

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

**Improvement Plans** - 7 Organisations (Axione; Energy Asset Pipelines; ES Pipelines & Fulcrum) are currently on plans with all receiving assistance and co-operation to deliver a compliant performance. In addition (CityFibre, Virgin Media and MUA (formerly Murphy Gas) 3 are on monthly monitoring with progress being delivered by all three.

Note that the next Improvement plan submissions are due on the 15 July 22.

### **Noticing Failures**

The publication of the Performance reviews in May identified a concern around the Noticing Failure metric for S.U.s which has a 4% target. The S.U. average has increased from 5.8% to 6.7%. The indications are that the new operators working within the Telecom sector appear to be responsible for the increase and more stringent monitoring is to be introduced for those who are non-compliant.

All Organisations should review non-compliant performance and should submit a Report to the [enquiries@roadworks.scot](mailto:enquiries@roadworks.scot) e-mail address.

If there are any queries or comments on any of these items, please contact the office at the usual e-mail.

### **Performance Monitoring**

The Commissioner would again like to remind R.As 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.

### **Research Project – Service Life of Reinstatements.**

The research project on Service Life of Reinstatements has now commenced. The first stage is to identify older reinstatements to be visited and assessed by a small group of assessors. Over 250 potential sites have been identified and thanks go to the authorities who have provided historic coring data. Those individuals who volunteered to be part of the assessment team can expect to be contacted soon (if not already) to discuss the process.

### **SROR Review**

The working group is progressing with the review and is now meeting fortnightly. Good progress has been made with a number of key issues worked through. A parallel group is being established to develop new Appendix 9 Trial Procedures to facilitate innovation.

**TAG** is providing update paper to the RAUC(S) meetings.

**Safety Bulletins** are being circulated by RAUCS Secretariat as they arise.

A presentation regarding performance and safety issues was given to CityFibre on 18 May 2022. If any other Organisations would like a similar presentation, please contact the



Commissioner's office. Please allow a reasonable amount of notice to allow it to be arranged.

### **c. Management Report**

The Committee received the report as follows: -

#### **Prescribed Fees and Amounts**

Invoices for the Prescribed Fees and Amounts 2022/23 were issued on 1 April 2022. As of 30<sup>th</sup> May 2022, over £519k has been collected from 53 of the 93 Organisations. Payment is due by 1<sup>st</sup> June 2022.

#### **User Satisfaction Survey**

The SRWR User Satisfaction survey is now complete with a total of 245 responses received from a pool of around 2000 users. The response is overall positive from a good mix of R.As and S.U.s at all levels of staff. The findings have been passed to the SRWR Steering Group to consider if any action is required.

### **d. SRWR Report**

#### **Implementation of the SRWC Monitoring of Inspections on SRWR**

The implementation of these changes has been delayed.

As from 1st April 2022 the Commissioner expects that the requirement to

- i. record a D/3 or DA3 pass following every defect remediation
- ii. record a D/2 or DA2 within 6 months of the prompted Due Date
- iii. carry out remedial repair within 6 months of reporting.

will be followed correctly in all cases by R.As and S.U.s.

A series of changes will be made to the SRWR to enforce the process and report on the performance. These changes will be delivered via three tranches as detailed on the SRWR Aurora News Portal. In summary: -

- Tranche 1 around end of Q1 – ability to clear Cat A without remedial phase.
- Tranche 2 around end of Q2 – clear down of old prompts
- Tranche 3 around end of Q3 – changes to prevent removal of prompts going forwards

#### **New Organisations**

There are three new Organisations on the SRWR, namely: -  
Broadway Partners Limited (a telecoms company)  
Persimmon Homes Limited (a telecoms company)  
Moray Offshore Windfarm (West) Limited (an electricity company).

## **6, Working Group Reports**

National Coring Programme Working Group

C.McQ. reported as follows: -

- The programme was being carried out as per the old 5 Areas, but the results can be edited to the new four areas for the final results.
- A new Representative is needed in the South Area.
- The coring phase commenced on Monday 13<sup>th</sup> June so the Coring Contractors should be appointed ready to start. The appointment of the Contractor should have been ratified by the S.U.s.
- The Appendix As should have been shared and any changes to sites agreed with the relevant S.U.s.
- There have been some delays, but it is hoped these can be caught up.

K.B. indicated that R.As had been asked to ensure the Appendix As were up to date. Trojan have been appointed to carry out the coring and produce the results. They had asked if the list issued to them could be restricted to only the sites to be cored with the sites using the S.U. coring data either omitted or indicated clearly to avoid them being cored.

The Committee noted that to date: -

Trojan appointed in 3 areas

Socotec in 1 area

TayForth has still to appoint a contractor which is causing some concern.

RQP Working Group

This group is not meeting at present.

Inspections Working Group

This Group will need to meet to discuss a review to accommodate changes required by the new legislation This will be raised at the RAUC(S) Meeting at the end of the month. The current membership of the Group will be reviewed.

SROR Review Group

No issues to report.

SAT

No issues requiring attention.

Two members have moved to new posts within Scottish Water and have left the Team. Once a replacement is provided there should not be a problem.

SRWR Steering Group

David Armitage is standing down as the Group Chair. A replacement Chair is required.

Gazetteer Group

CityFibre are trying to provide a Representative to the Group and will contact the Chair with details.

There will be 5 Area Groups as before which reflected the old 5 Area RAUCs.

The Group Chair is Roger Garbett from the Improvement Service.

## **7. Health and Safety**

### **a. List of Plant Protection Systems**

The Secretary indicated that this Item would be a standard Item on future Agendas and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

### **a. Emergency Contact Details**

The Secretary indicated that this Item would be a standard Item on future Agendas and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

## **8. AOCB**

### **a. Area RAUC Chairs**

All Area Chairs are appointed for the next 4 years with all but EAREA scheduled through to 2040.

The Secretary was asked to contact Brian Cooper and ask him to contact the R.As to agree their Representative Organisations up to 2040.

### **b. Private Water Systems to provide Sprinklers in Social Housing Development**

A project was being planned where Scottish Water will provide a clean water system to the properties and to a storage tank on site which will provide a private supply to the same properties for sprinkler systems within the individual houses. The pipe network from the tank to the sprinklers will be private.

So far there have been no other applications to the other R.As. Robin Gallacher (Scottish Water will be asked if this is to be the norm on other developments or if this is a one off to accommodate water feed issues.

### **c. Planning Issues**

Concern was expressed that R.As were not being consulted on applications to retain open air cafes etc. on the road which had been allowed during Covid, these applications now require planning permission to make them permanent,

This affected both the R.As and the S.U.s and agreements must be in place to allow for repairs and maintenance of the road and plant.

A request will be made to Planning Departments to ensure the R.As are consulted.

**d. Meeting Dates**

Problems had been noted relating to the previously issued 2023 meeting dates. Due to the dates of the meetings, there was a problem providing the RAUC(S) Agenda Setting Meeting with the Area Meeting reports. In addition, October is a school Holiday month and getting full attendance was a problem.

This subject will be discussed at the Agenda Setting Meeting on 15<sup>th</sup> June and any revised proposal will be submitted to the RAUC(S) meeting at the end of the month.

The meeting dates will be recorded on the RAUC(S) Calendar. All Local Meeting and Working group Chairs are asked to provide the Secretary with their meeting dates to populate the Calendar.

**e. CityFibre**

J.F. thanked the R.As for their assistance in progressing projects in their Areas. He appreciated that the Broadband rollout was creating a spike in works for the R.As.

J.F. will speak to L.C. about the coring in the Renfrewshire area.

**9. Date and Venue of the Next Meeting**

A.M. thanked all for their attendance at the meeting.

The next meeting will be under the new Constitution with some Organisations moving to SAREA and new Organisations Joining WAREA from other existing Areas.

**Next Meeting: – Tuesday 11<sup>th</sup> October 2022**

**Venue:** - MS TEAMS

**Future Meeting Dates – To be advised**

Meeting ended – 12.10