



WAREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: 28th May 2024

Meeting held on MS TEAMS

Present:

Jim Forbes (Chair)	J.F.	CityFibre
Sarah Abbot	S.A.	Netomnia
Vincent Addo	V.A.	Hyperoptic
Lee Broomhall	L.B.	Royal Mail
Kevin Burns	K.B.	Inverclyde Council
Steve Charlton	S.C.	mua Group
Joao Carmo	J.C.	SPEN
Suweyda Dahir	S.D.	Voneus
Nikki Dance	N.D.	Cornerstone
Karyn Davidson	K.D.	Vodafone
Tyri Donovan	T.D.	ESOUG
William Doyle	W.D.	Petroineos
Lauren Goodman	L.G.	BEAR Scotland
Julie Greig	J.G.	SGN
Barry Hall	B.H.	GTC-Uk
Alan Harrington	A.H.	mua Group
Frederick Hart	F.H.	Argyll and Bute Council
David Hearty	D.H.	MBNL-EE/3
Lindsay Henderson	L.H.	o.S.R.W.C.
Adrian Henzler	A.H.	Openreach
Alan Houston	A.H.	East Dunbartonshire Council
Mamadou Jalloh	M.J.	North Lanarkshire Council
Matthew Jones	M.J.	Lastmile
Christofer McCarte	C.McC	Energy Assets
Michelle Macdonald	M.MacD.	Virgin Media / O2
Jordan McDonald	J.McD.	CityFibre
Fiona McInnes	F.McI.	Scottish Water
Stewart Mackenzie	S.Mack.	Balfour Beatty
Graeme McLaren	G.McL.	Renfrewshire Council
Craig McQueen	C.McQ.	Scottish Water
Graham Milne	G.M.	o.S.R.W.C.
David Murdoch	D.M.	Network Rail
Tom Murphy	T.M.	Argyll and Bute Council
Chris Murray	Ch.M.	Sky

Present continued:

John O'Neill	J.O'N.	Netomnia
Jean-Donan Olliero	J-D.O.	Trooli
Elaine Paterson	E.P.	BEAR Scotland
David Paton	D.P.	BEAR Scotland
Allan Pryde	A.P.	Openreach
Katrina Quane	K.Q.	Scottish Government (TS / SG)
Louisa Sabatini	L.S.	Renfrewshire Council
Stephen Scanlon	S.S.	Openreach
Evelyn Scott	E.S.	Indigo Pipelines
Ruth Scott	R.S.	SSE Telecom
Shannon Riley	R.Sh.	Amey
Laura Snedden	L.S.	BEAR Scotland
Callum Stewart	C.S.	Glasgow City Council
Caroline Stewart	C.St.	Stirling Council
Craig Stewart	Cr.S.	East Dunbartonshire Council
Tony Thom	T.T.	North Lanarkshire Council
David Thomson	D.T.	SPEN
Kristoffer Thorbjornsen	K.T.	Amey
JJ. Van Graan	JJ.V.G.	Lumen / Colt
Alistair Wales	A.W.	Verizon
John Walker	J.W.	hbni
Scott Walker	S.W.	North Lanarkshire Council
Jennie Wills	J.W.	West Dunbartonshire Council

In Attendance:

George Borthwick	G.E.B.	Secretary to RAUC(S)
Robert Young	R.Y.	Scottish Government

Apologies:

Caroline Auld	C.A.	Network Rail
Greig Barker	G.B.	Stirling Council
Ainsleigh Bown	A.B.	Transport Scotland
Michael Casey	M.C.	Royal Mail
Gerry Cullen	G.C.	Amey
Ian Dalrymple	I.D.	Openreach
David Fleming	D.F.	Turntown
Alex Green	A.G.	ESPUG
Jason Halliday	J.H.	o.S.R.W.C.
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
Katrina Hardy	K.H.	INEOS
Owen Harte	O.H.	Virgin Media
Edward Johnstone	E.J.	SSEN
Glen Jones	G.J.	Hyperoptic
Claire Kirkpatrick	C.K.	West Dunbartonshire Council
Craig Muir	C.M.	SPEN
Keven Skinner	K.S.	Scottish Water
Peter Walton	P.W.	Lumen

1. Welcome, Attendance and Apologies

Jim Forbes introduced himself as the new Chair and welcomed all to the meeting of the WAREA RAUC held on MS TEAMS.

Apologies were recorded as listed above.

C.S. informed the meeting that William Collins had recently left Stirling Council. The Committee recorded their thanks to William for his input to the Community.

2. Approval of the Minutes of the Meeting Held on 30th January 24

a. Accuracy

The minutes of the last meeting of the WAREA RAUC held on 30th January 2024 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.

bi. Erection of Safety Barriers- Dispute Panel Report

The previously circulated Report on this dispute was taken as read and it was noted that the panel had found in favour of CityFibre.

The dispute arose when Inspection Failures were recorded on two sites after safety barriers had fallen over and subsequently re-erected and connected together using black insulation tape.

The Committee noted the result and that the Minutes of the LRAUC meeting had been revised to reflect the decision. The Panel were thanked for their input to the resolution of the matter.

Concern was raised that although the two fails had been reversed, the results in the Register and the Quarterly Report had not changed. The S.U.s considered that any changes in the pass / fail should be recorded. R.As were asked to ensure that revisions to Inspection Results are recoded on the Register as soon as possible to ensure that the data recorded / published in the Commissioner's Reports is correct.

J.G. commented that the changes would not be made to the Report, but the information could be used if required to respond to an issue raised in the Annual Review. A Change Request had been submitted to have a change made to the Register which would allow revisions to Inspection Results to be made and recorded in Reports.

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

Glasgow / Renfrewshire

There were no issue remitted to this meeting.

East Dunbartonshire / North Lanarkshire

There were no issues remitted to the meeting.

Stirling

C.S. indicated that she had no report to submit to the meeting.

WoS Local RAUC (Inverclyde / Argyll and Bute / West Dunbartonshire)

There were no issues remitted to the meeting.

F.McI. reported that the performance reports which were being created in the Register for use at the LRAUC Meetings had been the subject of discussion with the o.S.R.W.C. and Symology. They were almost ready for delivery to the Community.

F.McI. asked all LRAUC Chairs to send their meeting minutes to the Secretary for posting on the Web Pages. She had noted that a number of pages were somewhat out of date. **Action - Chairs**

The Secretary asked all Chairs / Secretaries to send their meeting minute files in either Word or Excel in order that he could add a title to the Information Table prior to conversion to pdf for posting **Action – Chairs**

c. Proposed Changes to Road Designations

All R.As were reminded that where they are revising road categories / reinstatement types / traffic sensitivity etc. the proposal must be raised and discussed at the LRAUC / Area RAUC meetings and the procedures laid out in the Codes / advice notes followed.

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

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

The June meeting will be held on MS TEAMS with invitations sent out to the Representatives as specified in the Constitution.

At the last meeting SGN gave an interesting presentation on the route to Net Zero. The slides from the presentation were circulated to the Community after the meeting.

The meeting agreed that the Coring Programme 2025 would go ahead with the cores taken from reinstatements carried out between 1st April 2024 and 31st March 2025.

- b. Working Group Recruitment
The Secretary has been tasked with checking the Working Group membership and update the schedule.
- c. HAUC UK Working Groups

It was noted that the Records Working Group is currently not meeting.

In the Safety at Road Works Group, Rob Marsden should be replaced by Karyn Davidson.
Action – Secretary (Actioned – Closed)

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 previously circulated paper was 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 o.S.R.W.C.
- 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 o.S.R.W.C. to review the current draft and make any updates required before it is submitted to the Ministers later this year. J.F. commented that he was not aware of any problems with the Code but would check with David Capon.

- 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.

David Armitage, and Kat Quane have been involved in the review of the Diversionary Code and it is progressing well. D.J.A. is retiring later in the year so there will be a need for a replacement R.A. Representative.

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

a. 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 8th 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, D3/DA3 Inspection Overdue & Inspections on Defects Awaiting Repairs (R32, R33, and R34)

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.

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

J.F. was concerned that some issues raised in the Performance Reviews were incorrect e.g. if a defect notice was issued to an S.U. in 1 quarter and subsequently cancelled but not until a later quarter the failure is not revised in the original Quarterly Report and counts against the S.U. in the Review.

Similar problems arise with FPNs.

These problems were resulting in a skewed review which when delivered to senior management require to be explained.

G.M. responded that the system could not be changed at present, but all comments should be sent into him as mitigation on any issue in the Review.

Comment should be made to R.As where they are apparently not inputting data correctly.

J.G. indicated that a Change Request had been submitted to deal with the issuing and cancellation of 125 Notices so that should be dealt with. D.T. agreed that Defects and Sec 125s needed to be revisable if discovered to be wrong. This was necessary to ensure data on performance which is in the public domain is correct. It must be correct for issue to the public.

Concern about the Inspections by the Compliance Officers. They are not dealing with a potentially dangerous problem quickly enough when it is recorded. This leads to the site remaining dangerous and the ongoing possibility of an accident. Consideration was needed to deal with this problem.

Commissioner's observations on sites related to work being carried out on a Section 109 permit were being raised against the S.U. as well as those on Private Roads. The view was that these Inspections should not be being raised by the Register and it should be changed. I.R. believed that the Register was operating correctly but will check the legislation and report back.

Action – I.R.

Although the current focus is on the S,L,G, on R.A. sites, any defects on S.U. sites will be noted and passed to the relevant S.U. The information will also be passed to the relevant R.A. for action and potential issuing of FPNs.

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.

The Commissioner asked for papers to be 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 oSRWC 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 (Red Book) Review

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 indicated that there had been some 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 S.U.s and R.A.s 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 as a 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.

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

J.G. reported that a Change Request had been submitted to ask for Commissioners Compliance Notices and Observations to be delivered with a bell to draw attention to their arrival. The request also asked for consideration to be given to an email to be sent to draw Operators attention to the Notice / Observation and to provide any additional information on the observed problem so that it could be dealt with as quickly as possible.

6, Working Group Reports

National Coring Programme Working Group

- See coverage of this Item previously reported in the discussions above.
- The Committee noted that Ian Jones R.A. Co-Chair had already retired from Fife Council and Stephen Scanlon would be retiring from Openreach. The Committee recorded their appreciation of the work of Ian and Stephen and wished them both a long and happy retirement.

- The R.A. Co-Chair will be James Watson (Perth and Kinross Council) and the S.U. Co-Chair will be Ian Dalrymple (Openreach)
- J.F. asked for consideration to be given to how narrow trenching can be cored so that it was tested. This method of laying plant especially by telecom companies is increasing in use.

RQP Working Group

There were no plans for the Working Group to meet again at present but if there were any problems they would be recalled.

Coordination Group

The Group had met recently. The review of the suggested changes which were submitted by J.H. and K.Q. had been completed. The task now was to carry out a line by line check on the draft for wording, grammar, spelling and to make sure none of the proposed or new changes had been missed.

Inspections Working Group

S.W and J.G. reported as follows: -

- Dealing with the process for pre-works surveys of the existing road structure. Trying to reduce the need for joint meetings by completing a survey form which could be passed to the R.A. for consideration and agreement or otherwise.
- Checking the wording in the document so far to ensure the correct Scottish terminology was used e.g. roads and footways.
- Reviewing standards to be achieved in sample B and C inspections.
- The development of the risk matrix is not being progressed at this time.

SROR Review Group

J.G. reported that: -

- Appendix 9 had now been developed and agreed at RAUC(S)
- The Working Group will now act as the panel to review trial results on new processes / materials etc. and decide if they should be a permitted alternative in the Code.
- Agree parameters to be used in reviews.
- Deal with any changes to the personnel on the Panel to ensure a suitable mix of skill knowledge.

7. Health and Safety

- a. H & S bulletins are circulated by the Secretary when he receives them, but Organisations should share any internal bulletins or reports on incidents which would be beneficial for the Community.

Action – All

b. 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. New/ Smaller Organisations which do not appear on the existing version should contact the Secretary to have their details added to the schedule.

The existing version will be reviewed and the Organisations with no data asked to supply their information. **Action - Secretary**

c. 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 Committee noted that although the information has been improved there were still several Organisations which to date have not submitted any contact information. All should review the schedule and advise the Secretary of their details. The Secretary will issue a reminder to Organisations who have still to provide their contact numbers. **Action – All / Secretary**

8. AOCB

a. RAUC(S) / Area RAUC Meeting Dates 2024

The schedule of meeting dates was circulated for information.

The dates for 2025 meetings will be issued to the September / October meetings for acceptance. The dates will mirror the 2024 dates unless there is an instruction to change the pattern.

The LRAUC Chairs details (if changed) and the meeting dates for 2025 should be sent to the Secretary for compilation and to update the RAUC(S) Diary. **Action – LRAUC Chairs / Secretary**

b. 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.

c. Jim Forbes Retirement

Jim informed the meeting that his section within CityFibre had been given notice that they had been put on the At-Risk Register. This would also affect Jordan. Jim indicated that as he was already considering retiring, he had decided to take redundancy and leave. He will therefore be retiring from CityFibre in July. As soon as he had any information about who would be the CityFibre contacts he would pass them to the Secretary and the RAUC(S) Co-Chairs. He would review the situation relating to the WAREA Chair.

The Committee thanks Jim for all his input to the Community over the years and wished him a long and happy retiral.

9. Date and Venue of the Next Meeting

S.W. thanked all for their attendance at the meeting.

Next Meeting: - Tuesday 24th September 2024

Venue: - to be advised

Future Meeting Dates – Dates for the 2025 Meetings to be agreed at the September Meeting

Meeting Closed – 11.55

DRAFT