



CITY OF EDINBURGH LRAUC
13th June 2024, 1.30pm – MS Teams

ACTION NOTES

Attendee LIST		
Carlyn Fraser (Chair)	CEC	CF
Craig McQueen	Scottish Water	CMc
David Murdoch	Network Rail	DM
Fiona McInnes	Scottish Water	FMc
Fraser Wallace	Lothian Buses	FW
Gavin Crowther	Lothian Buses	GC
Julie Greig	SGN	JG
Jim Forbes	City Fibre	JF
Karyn Davidson	Vodafone	KD
James Mitchell	Edinburgh Trams	JM
Owen Harte	Virgin Media	OH
Stephen Scanlon	Open Reach	SS
Stewart Sinclair	Police Scotland	SS (PS)
Vincent Addo	Hyper Optic	VA
Lorraine Jones	Scottish Power	LJ
Mandy Hoggan	CEC	MH
Naveed Rafiq	CEC	NR
Laura Donoghue	CEC	LD
Lewis Innes	CEC	LI
Annette Drysdale	CEC	AD
Florence Nyathi	CEC	FN
Gavin Law	CEC	GL
Ian Toft	CEC	IT
Jack Aitken	CEC	JA
Keith Allison	CEC	KA
Kristian Smith	CEC	KS
Michelle Vergis	CEC	MV
Patrick Coogan	CEC	PC
Shaun Wallace	CEC	SW
Wendy Ross	CEC	WR

ITEM No	TOPIC	LEAD SPEAKER (S)
1	<p>Introduction and Apologies</p> <p>CF - Thanked all for attendance.</p> <p>Adrian Henzler (Openreach) sends his apologies</p>	Carlyn Fraser, CEC (Chair)
2	<p>Minutes of Previous Meeting</p> <p>CF – apologised for late circulation of previous meeting minutes but these had been online for the past month. Any comments/amendments to be forwarded on and these would be corrected.</p> <p>JF noted that he is retiring and can be removed from distribution list as he no longer works at City Fibre.</p> <ul style="list-style-type: none"> a. Accuracy b. Action Tracking 	Carlyn Fraser, CEC (Chair)
3	<p>Local Co-ordination Meetings / Clusters</p> <p>3A)</p> <p>JF noted that section 3a from the agenda should be a Spreadsheet provided by CEC showing all registrations so that any works clashes could be picked up.</p> <p>FMc agreed with JF that there was previously a co-ordination report that could be pulled for these meetings and this provided all the proposed works so that any clashes of works were easily identifiable.</p> <p>CF wasn't aware that there was a report that could be pulled and requested that CF and MH look into this.</p> <p>FMc stated that herself and Julie were finalising a step by step document with Symology and this will soon be shared with Road Authorities, this document will show each RA how to set up reports in aurora and save them. These reports can then be ran in advance of the RAUC meetings.</p> <p>CF asked if there was anything CEC could do to improve the information we are providing and said it would be difficult to manually go through and cross check due to the number of works in City of Edinburgh.</p> <p>CF then requested FMc inform CEC when new reports are available so we can run them in advance of these meetings.</p>	Carlyn Fraser, CEC (Chair)

<p>MH requested FMc to explain exactly what is required in these reports as the reports that CEC have provided contain DAR report, as well as any proposed works, potential works, works in progress, permissions and Section 109s.</p> <p>MH said that if FMc felt there was additional information required contact to let us know and if any additional reports could be run please let us know and we would be happy to provide these.</p> <p>FMc explained that the document she has been working on is a step-by-step guide along with JG of a co-ordination report, and would provide this to MH and CF when complete then this could be provided in advance for all parties, particularly Road Authority as would enable works that clash to be discussed and co-ordinated RAUC</p> <p>CF agreed that this would benefit all parties and we could perhaps send the documentation and reports out a week or 2 prior to these meetings this would then allow any potential conflicts to be picked up on.</p> <p>FMc also noted that the inspectors for the different areas would also require to look at this information.</p> <p>CMc informed CF that you can run an Activity Search for everyone working in the area (leave promoter blank), you can then run a data sort in excel once the report has been exported, this would then allow you to group streets and dates together. CMc offered support to CF to run the report, if this is required.</p> <p>MH hadn't realised the report we were pulling from Aurora had to include the utilities, thought we were only provide CEC works. Going forward MH will include utilities. MH asked If any additional categories are required let her know can also leave these in the report before data filtering everything out.</p> <p>CF adding a reminder into her diary that 2 weeks in advance of the meetings all documentation and reports will be sent out.</p> <p>JG said that the report that herself and FMc have been working on with symology concentrates more on inspections, FPNs etc. and creates a pivot table finished document, once the report is up and running it could perhaps be used as a template and also the conflict and combination report along the same lines, so it would show conflicts and pivot it out. It would highlight defects and Defective apparatus. Unable to subsume defects unless its in interim status and that has been causing SGN issues. Previously JG was able to subsume defects but now unable to during resurfacing. JG asked everyone to submit change requests</p> <p>CF asked for clarity on how this worked previously and how its done at the moment?</p> <p>JG clarified that previously for subsuming if there was a permanent defect and it was re-surfaced we would be able to subsume the defect so that the re-instatement and failure would be cancelled. However, now they can only subsume jobs that are interim. The work-around they have at the moment is a non-notifiable notice to say no works have been completed but there is no longer a defect at this location. This then allows them to clear this off there task queue.</p> <p>CF explained that herself and MH had been carrying out a task of clearing out all the historical defective apparatus</p>	
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LJ would like to highlight a few planned Major Investment works that Scottish Power are currently working at the moment in Murrayfield, Saughton and Slateford area laying 275kv cables.

- Currently in the Balgreen area and Scottish Power Transmission have a company working for them called Escalon? And they are in close contact with LJ and Ian Fleming who work in the Edinburgh area and deal with the local inspectors. LJ thanked everyone as so far there have been no issues.
- The other investment programme is at Telferton for the district, likely to start in the first quarter of 2025 that will be laying 33 cables from Whitehouse Grid supply point which is at Newbattle Terrace to Shawfair. Project is looking to last approximately 10 months, currently at tender stage, tender stage to be complete by the end of June 2024. Derek Roden has been made aware and advance planning notices are currently in the system.

CF asked if anyone had anything else to report

DM confirmed that major programmes at Early stages previously there was a scheme that was shelved for the Edinburgh Waverley Western Approach for electrification for the lines going out to the west end and out towards Fife Circle, it has been raised again under a new project, so funding must be in place via another project. Project looking to commence Late 2025, there are diversionary works notices going on to 3 separate locations. At 3 locations the bridges will be demolished and re-built Late 2025/Early 2026; these locations are Ladywell Avenue, South Gyle Road and last one is at Main Street, Dalmeny but that's on a private road. Dm confirmed this is very early stages but will update as it progresses.

3B) confirm local policies affecting road works, including traffic management proposals:

CF nothing to report from CEC

3C) Confirm; Spaces for people; Gatherings of people; Permits for Occupations; Street Café Advertising Boards; Tables and Chairs etc:

CF reported previously that we are currently going through an experimental process for the remainder of the Spaces for People project for those that haven't been made permanent already, so the projects related to that will remain on the network. Also in the area around Road Occupation and Street Cafés we have allowed the Street Cafés in George Street to continue for this year, those are now in place and we have been clear to those premises in which permits have been granted that if there is an emergency or a requirement to move the Table and Chairs they will need to remove them. If any utility companies have issues with owners of premises, operators of Street Cafes please let CEC know and we can pass this information onto Senior Management and the teams dealing with these permits.

MH stated that all Street Café permits are being plotted onto the register and these are visible on aurora should any utilities wish to locate them.

LI confirmed that Edinburgh Christmas and Hogmany would like Road Occupations, possibly more than previous years. Once the information is provided LI will circulate.

LI also stated that there will be a slight change to Waverley Bridge ETRO and if any further information is required regarding this please speak with Lewis directly.

3D) Discuss network condition and RA inspections records in conjunction with SU defects to ensure all works are co-ordinated

CF unclear on the wording and had asked JF for feedback

JF agreed to wording could be changed on the agenda to make things clearer.

JF requested that the RA Inspections should be broken down each quarter by area informing utilities if they are on target.

NR shared the Inspection Report

NR BT – Target is 90% : Cat B and Cat C fall below this threshold

NR City Fibre – Target is 90%: Cat B and Cat C fall below this threshold

JF stated that the report doesn't show how many inspections were agreed and the report needs to show these figures in order for the percentage figures to be correct.

NR City Fibre has requested a reduce in the number of statutory inspections, so will look into this by the end of the quarter and have some agreement in place.

CF asked if they were the only request to vary the standard.

NR confirmed that City Fibre were the only request received as their works had reduced.

CF asked NR if he could provide a report of the levels of inspections being carried out to ensure we were not over inspecting in some quarters and under inspecting at other times.

NR confirmed that we are on target for all inspections.

CF informed JF that she was going to see if there is a report that can be pulled from the system that NR can present at the next meeting.

NR confirmed that Scottish Water inspections are all within target at over 90%

NR stated that SGN inspections are on target for Cat A and Cat B, but fall way below threshold for Cat C samples.

JG clarified for purposes of meeting note that only 25 inspections completed with 3 accepted failures.

NR Scottish Power inspections are on track for Cat A and Cat B inspections also but fall just below threshold for Cat C Inspections.

	<p>NR Virgin Media inspections are on track for Cat C samples but fall below threshold for Cat A and Cat B samples.</p> <p>CF thanked NR for Inspection info provided but that the Inspection Statistic report would need to be pulled for future meetings. Supply Inspection Statistic Report during meeting</p> <p>LJ would like to raise an issue that Scottish Power have encountered regarding FPNs, there are 2 examples they have come across.</p> <ol style="list-style-type: none"> 1. Scottish Power Error corrected a notice that they had found to be wrong and conducted the necessary to get it set back. A few days later a manually generated FPN from CEC was generated on the back of Scottish Power finding the issue on their notice. 2. Utility Bs are carried out under the commissioner under good practice, Scottish Power carry out their own inspections on site and utility B had flagged that reinstatement was good, but apparatus was found to be on site, this was passed to contractors this was then put in motion to get the site cleared. However, a few days later a manually generated FPN was put into the system a 114 & a 129. Again, manually generated on the back of their findings. <p>LJ then went on to say if this were to continue then Scottish Power would need to reconsider and inform the commissioner and see if there was any feedback.</p> <p>CF replied saying that she has had discussions with the team regarding this and further conversations with them, it was agreed with the team that we wouldn't issue an FPN on same day error corrections but doesn't feel like that relates to the issues Scottish Power have come across. CF and NR need to speak to Tom About this and make sure where appropriate FPNs are Issued, because in doing so it ensures compliance on the network. Where we do have the issue where an inspection is being carried out by a company and they are relaying information and its being issued honestly and openly, its about what we then do with that information. That's a internal discussion that needs to take place between CF and NR.</p> <p>NR replied by saying that FPNs are still applicable if a retrospective notification has been submitted it is the utilities responsibility to supply the correct Information as soon as possibly, It is not possible for CEC to inspect every site every day. There are also works proposed or in progress after the works end date and then a revert close is used or an extension.</p> <p>LJ replied to NR by stating that the one that was raised and closed in error was a few days before the manual one come back. The issue was raised on the 15th and CEC issued an FPN on the 20th.</p> <p>CF responded by saying that if the council suspect the system is being used to avoid extensions then an FPN would be issued, however if there are circumstances where that might not be the case CF will need to investigate and have that discussion with the team.</p> <p>NR so many utilities re-prose remedial work and the works haven't been completed.</p> <p>CF confirmed that these are being caught out by the inspectors on site and that CEC isn't being dishonest and what CEC need to ensure is that what were doing is with best intentions as some utilities are not using the system in a way that it should be used.</p>	
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NR confirmed an improvement on FPNs since February.

JF requested that the RA corresponds with the Utilities before a manual FPN is entered onto the system.

CF has confirmed that CEC will allow a days grace period if an error correction has been made in the system, we would not automatically issue a FPN.

CF then went onto say that NR and the team could arrange a communication with the utility prior to FPN being issued.

JF that there isn't really that many FPNs and perhaps a quick phone call to let the utility know a FPN was going to be issued, but its the RA that has the final say.

CF requested action to have the discussion with NR and the team

JG believes an error correction report and being run by CEC and then issuing FPNs based on the cleanse they completed in the system due to a member of staff using the 'Works Closed' option rather than the 'Works Cleared' function, works were then reverted back to the correct status and every one had a FPN issued. JG feels as though this goes against legislation and isn't CEC working together with utilities.

CF confirmed she will speak with NR and Tom to clarify how we are undertaking the works, any processes we can implement, but on the understanding that if we feel there is anyone abusing the system for the Utilities benefit necessary action would be taken.

JG wanted to clarify that an over-run is not an FPN it's a KPI that the commissioner runs. It was a genuine mistake at there end and works were then reverted back to works in progress to ensure they were still visible on the public website

FMC wanted to summarise on a few things that are being conflicted and causing confusion, regarding remedial works being re-prosed that is completely separate from FPNs. There are relatively few error corrections compared to the number of works being carried out currently. Utilities should seek agreement from the roads authority to do error corrections and advise them on what is going to be corrected. Manually generated FPNs are only being issued currently to utilities and not Road Authority works, this is then highlighting it to the commissioner.

CF responded by saying these are things that will be discussed internally and any improvement that we can make will be implemented and utilities made aware.

3E

JG wanted to cover pending and declined inspections under section E, SGN don't leave pending inspections and they are quite proactive in ensuring these are cleared. Asked that CEC look again at the declined inspections as there are quite a few that haven't been actioned.

3F)

CF confirmed this section will be discussed internally at CEC

3G)

CF nothing to discuss under roadworks permissions

3H)

CF CEC have no issues to raise.

SS Police Scotland traffic management would like to raise concerns over some Health and Safety issues they have encountered with utility companies.

1. Duddingston Crescent: SGN works taking place on a pedestrian crossing and works vehicles being parked on the zigzag area of the crossing outside a school, which is an illegal offence. Police Scotland have spoken to the utility and raised concerns these were also passed onto Peter Fawcett (CEC). Serious road safety issue as the vans were completely obstructing the view of the road for pedestrians. Feels as though the crossing should've been disconnected and a temporary crossing put in place nearby for pedestrians to use

JG responded by saying that SGN were appalled when they discovered what had happened and meetings have taken place with senior management, regional managers and internal SHE department as this was a breach of all internal processes. These processes include if working within 50meter of a crossing the road authority must be made aware and crossing disconnected, also if working within 100m of a school the school must be made aware that these works are taking place. There are other procedures and safety measures that must be put in place. Disciplinary action has been taken and additional training has been provided.

SS appreciates that this issue was taken seriously at SGN and hopes going forward this alleviates any future issues.

2. Queensferry Road: CEC carrying out gully works and closing the inside lane at the Barnton Junction similarly to Duddingston Crescent in that they were working at a Live crossing and elderly pedestrians were trying to cross with obstructed views of the roadway.

CF responded saying that this will be discussed at our monthly meeting and if further details (time, dates etc) can be provided, this will be taken up with the manager and highlighted as an issue as its completely unacceptable.

SS confirmed everything was sorted quickly on the day once he spoke with Patrick Coogan and Gavin Rae. SS feels these works should be planned and organised in a much better way to avoid these types of H&S issues.

3. Learmonth Terrace: Traffic Management issue, burst water main and some Setts needed to be lifted. Temporary traffic management was in place but this wasn't being manually controlled so then this caused traffic to back up on Queensferry

	<p>Road during rush hour periods. Police Scotland then encountered the issue that vehicles were wrong siding the keep left arrow on the road and driving towards a blind bend in the road which is a major road safety issue. Police Scotland contacted CEC to inform them of the issue. SS feels as though these are issues that Police Scotland shouldn't have the need to get involved with as this results in more police phone calls and these sites should be more closely managed especially when they are on arterial routes into the city. Traffic Management companies need to take some accountability for the issues they are causing on the network.</p> <p>GC also noted concerns that they have found that bus stops have not been taken out of operation and the bus pulls into the stop between 2 sets of traffic lights and tries to pull out and oncoming traffic is coming towards them. Feels as though the amount of inadequate TM on the network is a cause for concern.</p> <p>CF responded by saying that CEC are working really hard to ensure our behaviours on the network are up to standard by providing additional training. CF feels that having the commissioners inspectors out on site is giving added impetus to councils to ensure the works being carried out, are done correctly.</p> <p>FMC requested SS send over the details for Learmonth Terrace and she would take that up with the team leader. Currently in discussions with their Traffic management contractor to improve performance so this information would be helpful as it will be escalated with them also.</p> <p>SS responded by saying that Peter Fawcett had contacted the Traffic Management contractor and informed them to attend site as the police were having to control traffic meantime.</p> <p>FMC said she will bring these issues up with the traffic management company as its not acceptable.</p>	
4	<p>Matters arising from previous Area RAUC and RAUC (S)</p> <p>CF apologised she was off sick the previous week so wasn't prepared for this section of the agenda.</p> <p>JF confirmed he had nothing outstanding</p>	<p>Carlyn Fraser, CEC (Chair)</p>

5	<p>Health and Safety</p> <p>CF CEC still need to provide a list of updated contact details and asked if this is co-ordinated?</p> <p>JG confirmed its an excel spreadsheet that the RAUC secretary, George & Bryan keep and all the roads authority and utility emergency out of hours and standard contact details are on this.</p> <p>CF asked if JG could send that over it would be very helpful as CF doesn't have this document or a template and is aware that this was something CEC still had to complete.</p>	<p>Carlyn Fraser, CEC (Chair)</p>
6	<p>AOCB</p> <p>LI ongoing issue on North Bridge with contact details for Scottish Power</p> <p>LJ confirmed she would put LI in touch with the contact for this site.</p> <p>JF defective ironwork on Nicolson Street wasn't secured properly when the area was re-surfaced and that's why its failed. Will raise concerns with Kevin as it wasn't put into the specification so it's not their responsibility to repair.</p> <p>CMC wanted to discuss potentially getting access into Crewe Road south once SGN have carried out their works and asked whether PC could initiate an Early Start Agreement.</p> <p>PC confirmed the TTRO was ok and the early starts have been implemented.</p>	<p>Carlyn Fraser, CEC (Chair)</p>

	<p>JF confirmed this will be his last RAUC meeting as he is being made redundant from City Fibre and they will confirm who will be attending these meetings on behalf of City Fibre, its likely to be Jonathan Sabontelli.</p> <p>CF thanked JF for all his help and support with these meetings and wished him a happy retirement.</p>	
7	<p>Date of Next Meeting (s) Wednesday 11th September 2024 (13:30-15:30)</p>	