



Notes of Meeting

Meeting **Roads Authorities and Utilities Committee (Scotland)**

Place of **Meeting held on MS TEAMS**

Date: **Wednesday 1st December 2021**

Present: -

Jim Forbes (S.U. Co-Chair)		J.F.	CityFibre
David Armitage	D.J.A.	Aberdeenshire Council	
Kevin Abercrombie	K.A.	Aberdeen City Council	
Caroline Auld	C.A.	Network Rail	
Clive Bairsto	C.B.	Street Works UK	
Clare Callaghan	C.C.	Scottish Water	
David Capon	D.C.	JAG UK	
David Carter	D.Car.	South Lanarkshire Council	
Gerry Cullen	G.C.	Traffic Scotland (Left meeting !2.00)	
Stephen Finch	S.F.	Openreach	
Roger Garbett	R.G.	Improvement Service	
Julie Greig	J.G.	SGN	
Jason Halliday	J.H.	West Lothian Council	
Kevin Hamilton	K.H.	Scottish Road Works Commissioner	
Stuart Harding	S.H.	City of Edinburgh Council	
David Hearty	D.H.	MBNL-EE/3	
John Henderson	J.H.	Scottish Borders Council	
Ewan Hogg	E.H.	Falkirk Council	
Rob James	R.J.	Network Rail	
Ian Jones	I.J.	Fife Council	
Stephen Kitt	S.K.	BEAR Scotland	
Ian Lennox	I.L.	East Lothian Council	
Carole McDonald	C.McD.	CityFibre	
Fiona McInnes	F.McI.	Scottish Water	
Craig McQueen	C.McQ.	Scottish Water	
Andrew Matheson	A.M.	Virgin Media	
John O'Neill	J.O'N.	Dundee City Council	
Robin Pope	R.P.	The Highland Council	
Kat Quane	K.Q.	Transport Scotland	
Alex Rae	A.R.	SGN	
Iain Ross	I.R.	O.S.R.W.C.	
Stephen Scanlon	S.S.	Openreach	
Ruth Scott	R.S.	SSE Telecom	
David Shaw	D.S.	Ayrshire Roads Alliance	
Kevin Skinner	K.S.	Scottish Water	
Elaine Stewart	E.S.	Scottish Power Energy Networks	
Scott Walker	S.W.	North Lanarkshire Council	
Craig Wilson	C.W.	Last Mile	
Rebecca Vaughan	R.V.	Transport Scotland	

In Attendance: -

George Borthwick	G.B.	RAUC(S) Secretary
Dominic Cuthbert	D.C.	Ordnance Survey UK
Holger Kessler	H.K.	Government UK Cabinet Office
Simon Smith	S.Sm.	Ordnance Survey UK
Carsten Roensdorf	C.R.	Ordnance Survey UK

Apologies: -

Jamie Barr	J.B.	East Renfrewshire Council
Gavin Cook	G.C.	East Renfrewshire Council
Karyn Davidson	K.D.	Vodafone
Darren Grant	D.G.	SSEN
Peter McGillivray	P.McG.	Glasgow City Council
Philip McKay (R.A. Co-Chair)		P.McK, Aberdeenshire Council
Martin Polland	M.P.	Transport Scotland
Calum Stewart	C.S.	Glasgow City Council
Mark Wrightson	M.W.	Openreach

1. Introduction and Apologies

In the absence of Philip McKay, David Armitage welcomed everyone to the Meeting.

The apologies were noted as above.

2. Presentation: - O.S. / NUAR - Dominic Cuthbert / Simon Smith / Holger Kessler

The Public Sector Geospatial Agreement (PSGA) and the One Scotland Mapping Agreement have been replaced by the revised PSGA which includes Ireland.

Engagement with the Transport Community and working towards a better service.
Development of a 3D layer will help with siting plant information.

Addressing – the scope is being extended to include the use of USRNs

The use of API by the OS will include the updating from 6 monthly to 3 monthly.

Drivers for Change – working with users to develop facilities and products that they require and will use.

The improved data will be available from April 2022 with a shift to Cloud.

While new products will be available from that date existing facilities will continue to be provided for some time.

By April 23 there will have been further development with more data made available.

NUAR (National Underground Asset Manager) for England Wales and Northern Ireland is being developed. While noting and using the experience of VAULT in Scotland efforts are being made to avoid interfering with that system which is up and running.

The Economic Case has been made for the initial development which will cover London and the South East.

D.J.A. commented that street polygons should be used to provide the best record (geometry and boundary detail) of the road. A specification is already in place to create the record using polygons. This is an ongoing exercise. The use of polygons is also beneficial for asset management of the infrastructure.

The project in England is looking for a complete picture of the infrastructure first and the accuracy would then be added. The project will be developed over the next three years but not all Organisations will have the records necessary to complete their Register and they will need to collect it to do so.

The data should not just cover underground plant but should record all above ground plant. This is all valuable for works planning by others.

Initially the focus will be on underground plant, but the data model will be progressed include the location of poles etc but at this stage not the heights.

While it is important to record the underground plant there is a strong safety case for including the above ground data.

D.J.A. thanked Dominic, Carsten, Holger and Simon for their presentation.

3. Minutes of Meeting of Wednesday 1st September 2021

a. Accuracy

The Minutes of the previous meeting held on Wednesday 1st September 2021 were agreed as read.

b. Matters Arising / Action Tracking Summary

The Action Tracking Summary was reviewed and updated with additional discussion on some Items as follows: -

3rd March 2021 - Item No. 9c - Access Forms for Working on the Trunk Road Network

The S.U.s confirmed that, as indicated previously they would complete the Access Forms to provide information but not in order to gain access to carry out works.

S.K. indicated that meetings were being held with the I.T. provider on the subject of getting discussions set up with Symology to progress the required interface for data transfer.

The information is used by the Trunk Road Operators who are obliged to have all required data about the work recorded for planning and conflict management. As the information on the Register will deal with conflicts, the S.U.s queried what extra information is needed beyond that on the Notice. All Organisations can give supplementary information as text on the Notice where required.

The Notice is provided in accordance with the Co-ordination Code. If additional information is required Transport Scotland should advise the Community what they need and that can be discussed and if possible, provided on the Notice.

1st September 2021 – Item No. 3b – Working Group to Consider the Allocation of the Fees and Amounts

The R.A. Representatives will be: -
David Armitage (Aberdeenshire Council)
David Carter (South Lanarkshire Council)
Another

The S.U. Representatives will be: -
Fiona McInnes (Scottish Water)
Julie Greig (SGN)
Stephen Finch (Openreach)

1st September Item No. 4b - Working Group Recruitment - Coordination Working Group

Despite efforts to find a R.A. Representative from the WoS Area none of the R.As have been able to provide one due to staffing restrictions and workload.

This matter will remain on the WoS Agenda, but it may be after the new Constitution comes into effect after April that progress is made.

1st September Item No. 4b - Working Group Recruitment - Working Group Recruitment - Gazetteer Working Group

Committee noted that Craig Pollack (CityFibre) had volunteered to join the Gazetteer Working Group. The Committee's thanks were recorded.

1st September Item No. 4b - Working Group Recruitment - Working Group Recruitment - Gazetteer Working Group

The SRWR Working Group will continue to deal with VAULT and appoint Working Groups as required.

1st September - Item No. 6b - Environmental Issues

Scottish Water is still awaiting the agreement of R.As to use 30 / 14 HRA in footway reinstatements.

S.G.N. using 30 / 14 and 15 / 10 HRA in Reinstatements had recorded a reduction of 23 tonnes of embodied carbon in the recent period of data collection.

J.G. offered to give a presentation on carbon auditing. This would be welcomed and will be arranged.

Action – J.G. / RAUC(S) Co-Chairs

The Commissioner commented as follows: -

- This specification had been the subject of a request during the Covid lockdown He had asked R.As to take a pragmatic view on varying specifications for reinstatements including the use of 30 / 14 HRA in footway reinstatements and he still considered that this variation should be considered and used.
- SGN and Scottish Water were indicating carbon savings using this material due to reduced vehicular movements and material waste.
- This material is allowed for reinstating vehicular access crossings over the footway so it is already covered in the Specification and should be considered favourably as a higher-grade material.
- In his view, in the absence of a national agreement and / or a revision to the Specification, local agreements should be used with the request considered favourably.

Where this specification is used the site instruction would need to be explicit on the increased layer thickness on the 30 / 14 reinstatement.

Scottish Water using their internal coring programme would be monitoring the layer depths and would action any failures and revise any instruction procedures.

This proposed revision should be reviewed by the SROR Working Group, and their decision could be used to progress this matter.

The Commissioner commented that this proposal is included in the list of consultation comments which were circulated. Meetings with the Working Group will be held and this topic which they are aware of will be discussed. Until the decision of the Group is available temporary National / Local / Area agreements will be required.

If there are any agreements made, they should be made available to all S.U.s.

The R.As were of the opinion that Local or Area agreements are preferred to single Authority ones. Agreements should be based on a majority decision.

Scottish Water are pushing to get an agreement so that the progress to net zero can be made as requested by COP 26. The possibility of introducing an Advice Note was made as a temporary guide until the SROR is completed.

D.Ca. commented that this request needed to be dealt with by a National Agreement and the Scottish Community should be capable of achieving that.

HRA is a standard material so that is not the issue. A specification on layer depth laying etc is what is needed and with that it is possible an agreement could be achieved. C.C. agreed to draft up a specification asap for consideration. **Action C.C.**

D.J.A. considered that on a temporary national agreement he would be prepared to use this material, but the permanent agreement should await the final decision of the SROR Review.

The Commissioner commented that this search for an agreement exposed a flaw in the RAUC(S) decision making. HRA is not a new material and there needs to be a more agile process to reach such agreements on the use of materials and methods. The decision process is a problem which has been raised before and going forward needs to be rectified.

1st September – Item No. 7b HAUC UK Working Groups – RAUC(S) Reps - TAG Working Group and the Reinstatement Working Group

At present the two Scottish Representatives on the TAG Working Group are K.Q. representing the Scottish Government and L.H. representing the oSRWC and the Scottish Community. At present there are no volunteers from the R.As so K.Q. and L.H. will be relied on to provide the input for Scotland.

On the Reinstatement Working group the decision was to ask the R.A. Representatives on the SROR Working Group to provide input on a rotating basis.

4. RAUC(s) Working Group Reports

a. National Coring Programme

The Committee noted that: -

- The previously circulated final draft of Advice Note No. 3 was tabled for approval to publish. The Committee approved the document and asked the oSRWC to publish it on the Web Site.
Action - oSRWC
- A meeting with the Lead Authority Representatives has been held to discuss the contract and the programme as a whole.

- Khub is being rolled out to all R.A. and S.U. Representatives for use with data / file transfer over the life of the programme. To date S.U.s had been able to use the facility.

b. Advice Note No. 8 – Temporary Traffic Signals Review

The revision of the flow chart has been drafted and circulated to the Working Group. Comments are awaited.

Action – Working Group Members

c. Quality Plans Working Group

The Quality Plans had been circulated with the minor amendments added. The documents can now be published on the Web Site.

Action - oSRWC

d. Working Group Recruitment

The updated Schedule had been circulated to this meeting and the following comments made: -

- Coordination Working Group – R.A. representative is still required from the WoS Area. This was raised with the R.As but due to work and staffing levels no Representative is available.

This Group is currently not meeting.

- Inspections Code Working Group – Scott Walker indicated that he would continue as the R.A. Co-Chair. A TayForth Representative may be required. Kevin Price has retired so a replacement Representative is needed from NoSRAUC.

Action – D.G. / J.O'N.

The membership of the Working Groups will need to be reviewed to accommodate the reduction from 5 Areas to 4. The changes can be made over a period and there is no requirement to deal with immediately.

5. Area RAUC(s) Action Reports

The previously circulated report was taken as read with the following comments: -

a. NoSRAUC Area

- There were no issues remitted from the meeting.
- Orkney and Shetland have indicated that they will not be taking part in the Coring Programme.

b. South East Area RAUC

- The meeting was well attended on MS TEAMS.
- The discussions were generally similar to those recorded at the other Area meetings.
- Guidance will be needed for the transition to the new Constitution.

c. South West Area RAUC

- Scottish Water have works planned which will close a remote Footpath. To ensure pedestrian safety they have applied for approval to provide a temporary controlled crossing using traffic signals. The initial application has been refused and the site will be subject to a risk analysis and design check in accordance with the code for the provision of controlled crossings.
- BT / Openreach are erecting poles as part of the R100 contract but are not consulting with the R.A. prior to doing so. This is subject of ongoing discussion.

- Work on the Woodside Viaduct is ongoing with efforts being made to reduce traffic delays.
- R.As have been asked to provide photographs and text description on defect Notices to improve the inspection / response / action.
- R.As must manage defect Notices and where required close them otherwise they remain on the S.U. To Do List.

d. TayForth Area RAUC

There was a good attendance at the meeting which was hosted on MS TEAMS.

- CityFibre have written to DCC with working practice improvements they have agreed with DCC.
- Angus Council are considering issuing an improvement Notice to Virgin Media.
- Perth and Kinross and Scottish Water are discussing closures which were not recorded.
- Comment was made that The Tay Bridge Board has not been accommodated in either NRAUC or ERAUC in the new RAUC(S) Constitution. For the present this R.A. will attend both meetings.

e. WOS Area RAUC

- There was a good attendance at the meeting which was hosted on MS TEAMS and all Representatives were given the opportunity to provide input to the meeting.
- The need for a R.A. Representative from the WoS Area for the Coordination Working Group was raised. As this Group is not active it was felt that the replacement can be discussed when the New Areas are formed in April.
- There was a good discussion on the request to use 30 / 14 HRA on footway reinstatements associated with adjacent road reinstatements.
- A Representative from the R.As is required to Chair the WAREA RAUC.

6. RAUC(s) Business

a) RAUC(S) Constitution

A schedule has been produced to record the Chairs for the Area RAUCs under the new Constitution. The S.U.s have filled in the periods which they will provide the Chairs so the R.As now need to fill in the gaps as soon as possible.

For the first two years the NRAUC and ERAUC Chairs will be provided by Vodaphone and SGN respectively. R.As will need to add their Representatives for the SRAUC and WRAUC Chairs. The existing Chairs should assist in the setting up of the new Areas and arranging the meetings.

The existing SW / WoS Chair schedule will be circulated as a starter to setting the Chairs for the new Areas.

Action – D.Ca. / D.S.

The Secretary has produced a set of dates for the new meeting cycles. Following discussion, the Secretary was asked to produce a revised draft diary with the meetings spread over a 6-week cycle rather than a 4-week cycle.

Action – Secretary

The Local RAUC meetings continue on a 3 monthly cycle so the existing date pattern can be used as long as it does not clash with the Area meeting dates. The Chairs should agree the dates and pass them to the Secretary for posting on the Diary.

b) Safety – Issues for Consideration

The previously circulated Bulletins were taken as read. An appeal for more internal bulletins / reports to be provided for circulation was made. **Action – All**

There is also a need for more presentations so all should consider what they can offer. **Action – All**

c) Environmental Issues

This Item has been discussed earlier in the Agenda and it was noted that J.G. would provide a presentation on Carbon Auditing.

7. HAUC (UK) and Associated Subgroup Report

a. Report

C.B. provided the following verbal report: -

- At the September meeting the launch of the Sustainability Study was held. This project is being funded from the TfL Lane Rental Fund led by Geoplace and lasting 12 to 18 months. The resulting report will be shared across the UK.

The study will encompass: -

The Changing Environment
The use of new materials
Academic research paper
Reporting back on progress
Structural integrity of roads
Creation of a knowledge hub
What is required and what is available

All parties must take on board sustainability and work accordingly. This topic is included in the HAUC UK Vision which is currently being developed. HAUC UK are being asked to endorse the product training which will be considered further before the final agreement.

A Subgroup are looking at the legislation requiring the Start / Stop time to be Registered within 2 hours. The Register will need to be programmed to deal with and record the data. The information may be requested by others so will be available as open data. It was noted that this information is already requested.

The Conference is planned for 18th May 22 and the decision on holding it as a real or online event will be made in January. Topics on the agenda include climate (social and weather) and collaboration.

b) HAUC UK Working Groups – RAUC(S) Reps

All as recorded on the previously circulated schedule.

c) TAG Report

The previously circulated report was taken as read.

d) Diversionary Works

The working group is now meeting, and the following comments were made: -

- While there are differences in Legislation / Codes and Advice Notes north and south of the border the hope is that a national Code can be developed. If this proves not to be possible a Scottified or separate version will be developed.
- K.Q. has circulated a copy of the existing code and she is looking for comments from the Community which she can feed into the review. Other Departments e.g. design and planning may use this Code more regularly so should be invited to supply input. **Action – All**

e) Safety

- The Review of the Red Book is being led by DfT and a Consultant has been appointed.
- The process needs to include consultation, control and editing in order to produce a document which is fit for purpose and acceptable to the Community.
- All should therefore note consultations and respond with their comments.
- Views have already been submitted are included in the discussions.
- The Code needs to include for mobility which is currently not covered.
- While there are differences in Legislation / Codes and Advice Notes north and south of the border the hope is that a national Code can be developed. If this proves not to be possible a Scottified or separate version will be developed.
- Pass any comments to K.Q., A.R., E.H., L.H. M.P. who are all involved with the Sub Committee.

8. Standing Reports

a. The Scottish Government Report

K.Q. introduced her Manager Rebecca Vaughan to the meeting. The Co-Chair welcomed Rebecca to the RAUC(S) Community. R.V's email address is rebecca.vaughan@transport.gov.scot

K.Q. reported as follow: -

COVID-19 Update

- The general policy position on road works/construction remains unchanged since the previous meeting i.e. in Scotland, home working is still being encouraged where possible, e.g. for office staff. [Guidance](#) has been published which encourages employers to facilitate flexible working practices. This may mean more of a hybrid approach to work, allowing both home and office-based working
- While in Scotland there has been a plateau and subsequent decline in COVID-19 cases, transmission, and hospitalization have started to rise again. These levels remain too high, and with annual flu outbreaks we can expect a challenging winter ahead.
- A short video “Living Safe for Us All” was circulated.

Transport (Scotland) Act 2019

- The schedule issued to previous meetings has not changed.
- Items which were progressed in November 2021:
 - SRWC increased penalties will commence legally in November 21. This will require a small update to the Penalties Code of Practice to replace £50k with £100k. This code will require a more substantial update following the introduction of Compliance Notices. The RAUC(S) Co-Chairs should consider if updating this Code is done now, or at that time. All should note that the Penalty is set by the legislation and even if the Code is not updated at this time, it will not have any bearing on the value of the Penalty issued.

- ‘Red Book’ compliance for R.As starts on 25 November 2021. The associated qualification requirement will be brought in during summer 2022. However, (as is currently the case) any HSE investigation will look at the competence of staff to undertake that work using relevant documents including the Red Book so there should be little need to change working arrangements.

The review of the Red Book is being led by the DfT and is currently suspended. K.C. / Ewan Hogg / L.H. / A.R. are involved in the process and will ensure that the final version accommodates working in Scotland.

- Changes to how the SRWC provides information to the public.
- Section No. 61 has been revoked
- Legislation contained in the 2005 Act but never introduced was removed.
- The S.R.W.C / T.S. held an information Webinar for Senior Managers in October to update them on the main points contained in the Transport (Scotland) Act 2019 which they should be aware of and be ready to act on. It was well attended with a good question and answer session. Copies of the slides and the Q & A records have been issued. A second webinar is being considered for 2022 to look at RQPs.
- One of the next new changes being discussed at the PDG is the requirement for recording works start and stop which change from next working day recording” to ‘within 2 hours recording on the Register.
- A Working Group is to investigate the split in the charging of the Fees and Amounts between the R.As and S.U.s to assess if there needs to be a change. In the meantime, all should note the Scottish Government consultation (due to close on 19th November) on the Fees and Amounts to be charged for next year and respond even if it is just to confirm agreement with the proposal.

Superfast Broadband

The Scottish Government holds premise-specific information on planned commercial broadband delivery which is available at <http://www.scotlandsuperfast.com/> with an enquiry form for more information if required. This may be useful to R.As in particular, in responding to misdirected public enquiries over broadband installation.

If there are any queries about any of the above, they should be passed to K.Q.

Public Enquiries about works on the Register – the requirement for members of the public to visit an office to view content of the register will be replaced by the provision of a response indicating where to find the information on the Public Facing Site.

b) Scottish Road Works Commissioner

The Commissioner reported as follows: -

- In his view the Penalties Code should be updated now so that the information it contained relating to the maximum penalty is correct. The Committee agreed to the change being made and the Code republished.
- Another Webinar will be held in 2022 focusing on the requirements of the RQPs. D.C. and J.F. will be invited to provide input to the event.
- The Commissioner has invited the S.R.R.B. to carry out a research project on Reinstatements which are 6 years old. This will add to the data collected in the 2012 research project and set a base line going forward. It will also develop guidance for Inspections on 6-year-old

Reinstatements required when the 6-year guarantee is introduced. Two RAUC(S) Representatives will be needed to feed into the project.

- **SRWR Help Desk** – The Commissioner had received reports that some Representatives had been disrespectful to Help Desk Staff. This was unacceptable and where the person is reported to him the matter will be raised with their employer.
- **SROR Review** – This topic was dealt with previously in the agenda.
- **Dashboard** - The previously circulated SRWC 2021/22 Q2 quarterly dashboard was taken as read. Where performance is recorded in red, comments on mitigation / improvement should be passed to the Commissioner's Office.
- **2020/21 Performance Reviews** – Following further engagement with a small number of Organisations, discussions are ongoing with the oSRWC.
- **Improvement Plans** - 4 Organisations are currently on improvement plans with 2 delivering sufficient improvements to be considered for removal.

Submission date for Q3 Improvement Plans for 2021/22 is Friday - 14 January 2022.

If you have any comments on any of these items, please contact the Commissioner's office at the usual e-mail address.

The Technical Writer for the drafting of the SROR has not yet been appointed due to the brief and the available budget. The drafting has commenced inhouse on sections which can proceed, and other issues will be discussed with the Working Group. The appointment of the Technical Editor is still being considered.

The S.U.s asked to be consulted as part of the Reinstatement research project to provide verification of site location. The Commissioner responded that this appeared to be a reasonable request. Coring programme sites will generally be used because they have the best data recorded on them.

There are apparent problems with the action on d2 and d3 defects and a new report will be introduced to monitor the relevant records. In order that the report will be relevant the proposal before the SRWR Steering Group is that all defects prior to 1st April 21 with no action recorded. will be wiped from the system and the Report will be added on Q1 Reports 2022. If there are any queries or comments, they should be made as soon as possible to the oSRWC.

The Matrix with the draft figures for the Fees and Amounts has been circulated for budgeting purposes. The figures are likely to change before April 2022 but not by much.

The Commissioner's Newsletter will be circulated in due course.

9. A.O.C.B.

Due to the meeting over running the meeting closed with apologies for the AOCB Items being held over until the next meeting.

10. Dates of Next Meetings:

D.J.A. thanked all for their attendance and input to the meeting and indicated that the next meetings would be held as follows: -

AGENDA MEETING

RAUC(s) Meeting

Wednesday 16th February 2022

Wednesday 2nd March 2022

The Venues for the two meetings will be MS TEAMS.

Future Meeting Dates: - To be agreed.

RAUC(s) Agenda

Setting Meetings (Venue MS TEAMS)

Wednesday 15th June 2022

Wednesday 12th October 2022

RAUC(S)

Meetings (Venue MS Teams)

Wednesday 29th June 2022

Wednesday 26th October 2022

The Venues for the meetings will be MS TEAMS or as agreed.

The meeting Closed at 13.35