



### Notes of Meeting

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

**Place of** Meeting held on MS TEAMS

**Date:** Wednesday 3<sup>rd</sup> March 2021

**Present: -**

<b>Jim Forbes (S.U. Co-Chair)</b>	<b>J.F.</b>	<b>CityFibre</b>
<b>Martin Polland (R.A. Co-Chair)</b>	<b>M.P.</b>	<b>Transport Scotland</b>
David Armitage	D.J.A.	Aberdeenshire Council
Caroline Auld	C.A.	Network Rail
Clive Bairsto	C.B.	Street Works UK
Jamie Barr	J.B.	East Renfrewshire Council
Clare Callaghan	C.C.	Scottish Water
David Capon	D.C.	JAG UK
David Carter	D.C.	South Lanarkshire Council
Gerry Cullen	G.C.	Traffic Scotland
Karyn Davidson	K.D.	Vodafone
Jane Dunlop	J.D.	O.S.R.W.C.
Stephen Finch	S.F.	Openreach
Darren Grant	D.G.	SSEN
Julie Greig	J.G.	SGN
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
Stuart Harding	S.H.	City of Edinburgh Council
Jason Halliday	J.H.	West Lothian Council
David Hearty	D.H.	MBNL-EE/3
Alan Heatley	A.H.	Midlothian Council
John Henderson	J.H.	Scottish Borders Council
Liz Jack	L.J.	Transport Scotland
Ian Jones	I.J.	Fife Council
Stephen Kitt	S.K.	BEAR Scotland
Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
Robert Marsden	R.M.	CityFibre
Andrew Matheson	A.M.	Virgin Media
Tom Murphy	T.M.	
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
Calum Stewart	C.S.	Glasgow City Council

**Present Continued: -**

Elaine Stewart	E.S.	Scottish Power Energy Networks
Scott Walker	S.W.	Clackmannanshire Council
Mark Wrightson	M.W.	Openreach

**In Attendance: -**

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

Kevin Abercrombie	K.A.	Aberdeen City Council
Ewan Hogg	E.H.	Falkirk Council
Rob James	R.J.	Network Rail
Clare O'Brien	C.O'B.	Argyll and Bute Council

**1. Introduction and Apologies**

Jim Forbes welcomed everyone to the Meeting.

The apologies were noted as above.

J.F. with sadness reported the recent passing of David Corsar (Stirling Council). J.F. had appreciated working with David and his contact with him out with work. On behalf of the RAUC(S) he asked for the condolences of the Community to be recorded to David's wife and son. The meeting then observed a one-minute silence.

**2. Presentation - Safety Contact – SHEQ City Fibre**

Robert Marsden (CityFibre) gave a short presentation on Safety and commenting as follows: -

- Safety is essential affecting all in what they do.
- It is not just the working environment but what you do yourself e.g. driving on a daily basis.
- All must work together to ensure their own safety and that of colleagues working with us, and others who may be affected by what we are doing e.g. members of the public.
- We must be aware of Safety Paperwork including risk analysis, safety guidance (plant use), plans and instructions.
- The correct equipment, signing and ppe must be used.
- Safety rules / instructions must be issued and promoted.
- Environment – look what is around you / dispose of equipment materials correctly and recycle where possible.
- Human behaviour – demonstrate by your own actions and instil safe behaviour in others.
- Ensure understanding of safety and carry out audits of the workplace and changing practices which are deemed unsafe. Point out safety instructions in the use of a piece of plant or materials and ensure the correct PPE and method of working is observed.
- Prepare for working by using safety equipment e.g. Cat plant detector etc before commencing work.

- The environment is going to be of increasing importance going forward. CoP 26 will be held in Glasgow later in the year focusing on the world and its resources.
- When working or disposing of materials be aware of their effect on the environment and what SEPA require. Dispose of materials where it is appropriate to do so.

Comment was made that safety needed to be looked at in the wider picture of the business and a business case built to ensure that safety is funded and given the priority it requires.

J.F. thanked Robert for his presentation and hoped that the content would guide the attitude on safety.

### **3. Minutes of Meeting of 2<sup>nd</sup> December 2020**

#### **a. Accuracy**

The Minutes of the previous meeting held on 2<sup>nd</sup> December 2020 were agreed as read.

#### **b. Matters Arising / Action Tracking Summary**

The Action Tracking Summary was reviewed and updated.

### **4. RAUC(s) Working Group Reports**

#### **a. National Coring Programme**

The Committee noted that: -

- The Working group have met twice this year to review the issues relating to holding a coring programme in 21 / 22.
- Lisa Haston has resigned from the Group due to a change of post. A replacement will be provided by SPEN. **Action – E.S.**
- The milestone table for the programme was issued with the papers for this meeting.
- The R.As will need to appoint Lead Authorities for the programme This has been raised at the Area Meetings. At present there are five Areas but the Working Group working on the RAUC(S) Constitution will need to indicate the number of Areas they will be proposing. J.F. indicated that it would be April 2022 before any revision was made. On that basis it would be best to proceed based on five Areas and if there was a need to change the Programme Areas that could be dealt with.

There was a view that the Areas is the driving force and it would be better to have the number of Area RAUCs agreed and to commence the programme on that basis. **Action – R.As**

- The R.As should nevertheless agree the Leads and commence the preparation for the management of the coring in 2022.
- The Advice Note needs some fairly minor changes, and these will be consulted on as soon as possible.
- Cores from S.U. programmes can be used where they are noted on sites on the coring sample report from the Register. The view of the S.U.s was that this should be compulsory to help reduce the staff resource burden. The R.As asked for the choice of these cores to remain optional.

The suggestion was made that the use of S.U. cores would reduce workload, (labour and time) as well as adding safety to the programme and reducing traffic inconvenience.

- This was all relevant, but the proposal was that the use of these cores would remain optional.
- The R.As have proposed the use of KHUB to help the transfer the programme information and data.
  - A suggestion was made that the final Report should indicate the original results from the Consultant, the reason for any revision to the result and the final result. This would give a complete picture.
  - C.C. commented as follows: -
    - Scottish Water had the highest number of sites cored.
    - It was good to see the R.As using the Scottish Water cores with confidence in the last programme.
    - Share Point could be used to transfer data.
  - S.H. confirmed that he was happy to use the S.U. cores in a representative sample.
  - The use of R.A. programmes of coring could be used. This should be considered again if the site is in the Sample Report.
  - J.F. suggested that where a S.U. core was available on a site chosen from the Sample Report it should be used and another core should not be taken as part of the programme.
  - The S.U. cores would only be used where they were taken in accordance with the Register.

A further Report will be submitted to the June meeting.

**Action – I.J. / C.McQ.**

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

The Committee noted that: -

- The review was ongoing but due to other pressures it was delayed.
- A draft will be submitted to the May / June meeting cycle with the intention of having it approved at the RAUC(S) meeting for publication in June.

**c. Inspections Working Group - Advice Note No. 4 - Revised Inspections, Defects & Other Charges**

The previously circulated Draft was taken as read with the following comments: –

- S.W. thanked J.G. for her input to this review.
- The Working group consider that the changes were mainly to grammar and wording and it was ready to be approved.
- The Committee agreed that the Draft had to be circulated to the Area Representatives with time to make any comments and change requests.
- The draft will be circulated with a request for any comments to J.G. or S.W. by the 26<sup>th</sup> March.
- Any comments would be considered with the final version being submitted to the RAUC(S) Co-Chairs for approval for publication.
- The Co-Chairs would if happy with the final version pass it to the OSRWC for publication.

**d. Quality Plans Working Group**

Comment on the last meeting of the Group were as follows: -

- There had been a good debate between the members.
- The document would cover three sections i.e. before the works / during the works and after the works.
- The forward will be drafted and added to the final document before it is Published.
- There are still some areas which need to be ironed out, but the first draft would be issued to RAUC(S) in June for comment.

- Although only accounting for only about 1% of the works Registered, Section No. 109 works needs to be accommodated in the discussions. D.C., C.H., I.J., E.H., and I.R. will discuss this matter.

K.H. suggested that a template plan be drafted for issue to all Section 109 applicants. The Applicant would be unlikely to be able to meet the requirements of the Plan but they would be compelled to employ a Contractor who could.

The Commissioner could have the powers to ask an R.A to have a Quality Plan, but this would need to be considered further. An R.A. may not be compelled to have a Plan but it may be recommended as Best Practice.

Section 109 may have its difficulties to be dealt with but it should not hold up the drafting and approval of the main Quality Plan.

- The Q.P. was initially to be a document relating to Reinstatements, but it was now closer to being a Road Works Plan.
- The Plan would need to be accepted by all with the R.As and S.U.s. working to the same standard.
- M.P. suggested that the document should be passed to and signed off by SCOTS. The Plan could be available on the SCOTS web site.
- The Group will meet again on the 4<sup>th</sup> March.

#### **e. Working Group Recruitment**

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

- Coordination W.G. – Replace Nicola Millar (SGN) with Kevin Douglas (SGN)
- Inspections W.G. – Up to date.
- SROR W.G. – A Representative is still required from the WoS Area. David Carter will check with the R.As.
- Coring W.G. – A replacement is required from SPEN to replace Lisa Haston.
- SAT – Clare Callaghan will share the Chair with Clare O'Brien. The representatives on the Group are working well together.
- The SRWR Steering Group and the Quality Plan W.G. have a full membership at present.
- Gazetteer Group – Alan Bowman is no longer on the W.G. A volunteer will be found for the Chair and the WG Representative to replace Alan.
- Advice Note No. 8 Review Group has a full membership.

### **5. Area RAUC(s) Action Reports**

#### **a. NoSRAUC Area**

The previously circulated Report from D.G. was taken as read with the following comments: -

- The meeting was held online on 3<sup>rd</sup> February with a good representation on.
- There were no issues to raise from the meeting.

#### **b. South East Area RAUC**

The previously circulated report was taken as read with the following comment from J.H.: -

- The meeting was held on 9<sup>th</sup> February with 28 Representatives attending which was slightly down.

- The need for a Lead Authority will be arranged.
- Restrictions are to be arranged for restrictions to be placed on roads around Covid 19 Vaccination Centre.
- Edinburgh City Council are meeting with S.U.s on a 2 weekly cycle at present.
- Noted that Gazetteer / Vault updates will 2 monthly in future.

#### **c. South West Area RAUC**

The previously circulated report was taken as read with the following comments from J.G.: -

- The meeting was held on 24<sup>th</sup> February with a good attendance.
- UEFA Championships / CoP 26 and Spaces for People all affect works programmes and discussions with R.As are needed.

#### **d. TayForth Area RAUC**

J.O'N. reported that: -

- The Area meeting was held on 10<sup>th</sup> February with a good attendance.
- All Representatives present were invited to report for their Organisation.
- Dundee City Council raised concerns about reports received about the performance of CityFibre on their current contract in the Area. J.F. replied, CityFibre were not receiving any more than a few comments at their weekly meetings. Nothing had been mentioned at Co-ordination meetings, only at Tayforth.
- JAG UK had a recent meeting with CityFibre and noted that they had a structure in place to deal with issues and understood the need to improve their performance.

#### **e. WOS Area RAUC**

SS. reported as follows: -

- A good meeting was held with all Representatives given the opportunity to report on their operations.
- C.McQ reported on the 21 / 22 Coring Programme proposals and indicated that the R.As should meet and discuss who would be the Lead Authorities. A&B Council should be the L.A. but C.O'B. had indicated that she would be off work for 6 months and would not be available to set up the programme. She would discuss the matter with her manager to see if there was staffing to set up the programme in her absence and would report back to the WoS Area R.As.
- There was still no R.A. volunteer for the SROR Working Group.
- C.S. reported that the updated arrangements for the COP 26 could be found on the Glasgow City Council Web Site.

J.O'B. asked if a Trunk Road Operator could be the Lead Authority for the Coring Programme. The view was that there did not appear to be a problem, but it would need to be checked out.

### **6. RAUC(s) Business**

#### **a. Safety – Issues for Consideration**

The circulation of safety bulletins was now a regular event and they were providing valuable training materials for toolbox talks. All should share alerts from their own Organisations. T.D. was thanked for driving safety at meetings.

J.G. reported that the Bulletins were being passed to the SFN H&S Teams and discussed at monthly management meetings.

A suggestion was made that at each Area Meetings and maybe at the RAUC(S) meeting a suitable Bulletin should be chosen for discussion.

The meeting noted that the H.&S Executive were carrying out checks on Covid Security on sites. F.McI. confirmed that a Scottish Water Contractor had been visited.

## **7. HAUC (UK) and Associated Subgroup Report**

### **a. Report**

C.B. provided the following verbal report: -

- The last HAUC UK meeting was held on the 16<sup>th</sup> December and the next meeting was to be held in April.
- The plan is to drive forward the previously published Vision. Big projects were already being progressed.
- The shortage of skills and work force had been noted and TAG needs to be pushed to the front of the agenda.
- There were 3000 users on the HAUC UK App which had been rolled out in December. The busy period appeared to be on a Friday afternoon. The plan is to make it relevant to the Area in which it was being used e.g. Scotland. Safety alerts will be issued via the App.
- There was a need to establish connections with the Community Users.
- TAG had met on the 2<sup>nd</sup> March. The need was discussed for the accreditation tests to be electronic. They are looking at ways in which the Accreditation can be made available for checking e.g. on smart cards. These could be interrogated to check the person holding the card, levels of accreditation etc.

The Conference will be held on the Web on 19<sup>th</sup> and 20<sup>th</sup> May when the Vision will be on the Agenda.

### **e) HAUC UK Working Groups – RAUC(S) Reps**

An R.A. Representative is still needed for the Reinstatement Group. This will be raised at the Area Meetings. **Action – Area Chairs and Secretaries.**

Safety W.G. – Secretary to add L.H. to the Representatives. **Action - Secretary**

Infrastructure Working Group – This Group may be reintroduced so both R.A. and S.U. representatives will be required. This should be raised at the Area Meetings. **Action – Area Chairs and Secretaries.**

TAG – The previously circulated Paper was taken as read. The next meeting will be held on 31<sup>st</sup> March. Any comments / queries should be passed to L.H.

## **8. Standing Reports**

### **ai. The Scottish Road Works Commissioner’s Report**

The Committee noted that J.D. would be leaving the Commissioner’s Office in a week and a half’s time to take a secondment in Transport Scotland. The Committee recorded their thanks for her input and wished her well in her secondment. The Commissioner indicated that he was looking for a temporary replacement.

J.D. comment as follow: -

- There has been one communication issued because of the Covid-19 pandemic. The communication concerns reinstatement choice and limiting the interactions of staff members with each other and the public.

All requests for alternative reinstatements (in line with the SROR and the guidance given) are to be considered favourably in all geographic areas. The guidance from the Scottish Government is to reduce interactions across Scotland.

The decisions made should be practical and pragmatic. J.F. commented that City Fibre were looking for agreements and some had been agreed but some not. He asked the R.As which had turned down the requests to review them in light of the above.

C.McQ. commented that these sites must be recorded in order that they can be correctly dealt with when producing the results for the Coring programme. Departures should be recorded under the Works Description although this may be changed (currently under review). Exemptions should be recorded in accordance with A.N. No. 24. **Material and Trial Registers.**

C.C. commented that the information should be passed to the Coring Contractors.

- The situation can change rapidly, and all are encouraged to continue to monitor the SRWC website in case the SRWC and the Scottish Government have occasion to issue further guidance on undertaking road works.
- Links to the most recent and any further SRWC guidance are on the SRWC website in the following location: - <https://roadworks.scot/news>
- Any new publications by the SRWC will be circulated to the primary contacts and senior managers on the list held by the oSRWC. If you are not receiving these updates and think you should be, please contact [enquiries@roadworks.scot](mailto:enquiries@roadworks.scot) to be added to the circulation list.

The Committee received an update on the progress on the SROR V5 development:

There has been a delay due to the recent and current issues associated with the Covid-19 Pandemic.

All responses have been reviewed and individual points have been assigned a consultation reference, therefore are now referred to as an “item”.

Items have been anonymised. Each item has been reviewed by the SRWC and has been assigned to one or more of the following groups: -

- o Technical
- o Point to Note
- o Referencing
- o Formatting

Matters considered Technical will be referred to the group for consideration and scoring.

In addition to the above, during the review the following actions have been undertaken:

- o Duplicate items have been marked with a strike through to minimise the burden on those scoring.
- o Items considering the same matter have been clustered.



As outlined by the SRWC at the December 2020 RAUC(S) meeting there has been a period of delay due to a number of factors. This said, the review of the SROR is a significant piece of work and it is critical to the way we carry out road works moving forward.

The next steps in the process are as follows:

- The SRWC will seek to review all the other items not classified as technical.
- The SROR V5 Group will be asked to complete a scoring exercise on the items raised in the consultation. The scores will be returned to the SRWC.

The group is made up of those on the RAUC(S) SROR working group plus 2 additional materials professionals.

- o David Capon (Chair of JAG/ HAUC UK)
- o Colin Heggie (Perth and Kinross Council)
- o David Crawford (South Lanarkshire Council)
- o John Bruce (Aberdeenshire Council)
- o Kevin O'Donnell (West Lothian Council)
- o Kevin Skinner (Scottish Water)
- o Lorraine Jones (SP Energy Networks)
- o Alex Rae (SGN)
- o Alan Rainford (Virgin Media)
- o Darren Grant (SSE)
- o Craig McQueen (Scottish Water)
- o Alan Ferguson (Transport Scotland)

The SROR and the Q.Ps interface so all Organisations should be working together to produce the final version. Hopefully the first draft will be available in 2022.

The Scottish Government will likely want a consultation and the SSI will remain.

The SRWC and the Community will complete the review. The Commissioner will endorse the Code first followed by the Minister.

The SSI will be passed to the Community for comment.

The Commissioner provided the following input: -

The Commissioner indicated that he had now been in the post for about 12 weeks. In that time, he had been finding his way into the post and reviewing the way the Office operated and the staff workload (including issues related to the new Act) which needed to be dealt with. He went on to comment as follows: -

The four areas which he will be focusing on are Noticing, Inspections, Safety and General Performance. He commented on these headings as follows: -

- Noticing Works – The number of works recorded in the Register by the R.As continue to vary significantly across the Community and he intends to examine this issue closely over the coming year. The office will continue to measure notices per 100 km of road length and encourage all R.As to notify all their appropriate works on the Register.
- Inspections - The performance of S.U.s works is measured through the R.As monitoring. The SRWC is concerned that the way R.As are undertaking inspections is not consistent and further scrutiny and monitoring will be undertaken over the coming year.

- Safety – It is unacceptable for any road works to fail to comply with safety standards and it is expected that all Organisations will take a zero-tolerance approach to sub-standard traffic management. Adequate provision for the most vulnerable road users in society must be accommodated ensuring equality of access for people with mobility challenges. The SRWC will continue to engage, with stakeholders representing these road users to promote best practice within the industry to meet their needs. He will communicate with the Community to ensure the required site management is fully understood. The increase in Active Travel must also be accommodated.
- General Performance - The performance framework is being reviewed and changes are proposed to several targets and indicators going forward. These changes are expected to be introduced prior to the start of the 2021/22 monitor. Information will be provided as soon as possible, and all will be invited to submit comments.

### **iii. Performance (Dashboard)**

The Previously circulated Q2 Dashboard was taken as read with the following comment: -

- In general, organisations continue to deal with the effects of Covid-19 which has affected ‘normal’ operations and programmes. It was clear that, across the sector, the return to normal has been slower than anticipated.
- There was a problem noted in Report No. 18 which will require a revision to the Q3 Dashboard.
- The SRWC recognises the efforts made by the sector over the last year to maintain and improve Scotland’s infrastructure whilst working in constrained circumstances.
- The SRWC has produced a paper on Performance Reviews giving an overview on his proposed methodology to review Organisations over the last year. The SRWC would welcome comments from the road works community on the paper.

The paper can also be viewed at: -

<https://roadworks.scot/publications/annual-performance-review-proposal-2020-21>

- The previously circulated paper - ‘Monitoring and Compliance Bulletin No. 3’ – is published by the SRWC to clarify recent changes to the dashboard to reflect the continuing improvements delivered by all sectors.
- Non-compliance and questions regarding your Organisation’s performance should be directed to Graham Milne using the enquiries mailbox ([enquiries@roadworks.scot](mailto:enquiries@roadworks.scot)).
- Improvement Plans - All Organisations currently under review have submitted their Q3 2020/21 report. At present there is one R.A. and four S.U.s on improvement plans. The plans are reviewed quarterly, and it is likely that 2 Organisations will have their plans closed before the end of April 2021. Submission date for Q4 2020/21 is Friday 16 April 2021.

### **b. Policy Development Group**

K.Q. updated the meeting as follows: -

- Except for the requirements on reinstatements there have been no new guidance issued for dealing with Covid. Home working is recommended and there should be good reason for travelling to work in the Office
- General advice is available on the Scottish Government web site.

Digital Scotland – K.Q. reported as follows: -

- R.Y. has retired but may provide input on a consultancy basis.

- Digital Scotland is a separate Section from Kat's but for this round at least she will make the report to the RAUC meetings.
- A revised staff structure is being created to deal with each Area.
- The Reaching 100% Programme (R100) is striving to extend the availability of next generation access (NGA) broadband infrastructure to meet the Scottish Government's commitment to enable superfast broadband access to 100% of premises in Scotland. To achieve this, the Scottish Government has procured coverage of NGA broadband infrastructure in areas where such broadband is currently unavailable. The procurement was split into three geographic lots, with Lot 1 (North) covering the north of Scotland and the islands, Lot 2 (Central) covering the central belt and Lot 3 (South) covering southern Scotland. All three lots were awarded to BT plc.
- BT is responsible for the contractual build against the three contracts via its prime contractor – Openreach. As this is a gap-funded contract, Openreach will build the network in line with its normal commercial approach. The vast majority of the build is full fibre to the premises (FTTP) and therefore the amount of civils work is greatly increased from previous Scottish Government funded programmes.
- Roads Authorities have access to the planned build across the contracts at premise level, providing an advance view of where and when activity will take place. Any issues can be raised directly with Openreach and their contractors and/or raised with the Scottish Government's R100 team via the Stakeholder Director.
- If there are any issues they should be raised via K.Q. or direct to Duncan Nesbit.

Transport Scotland Act - The previously circulated paper was taken as read with the following comments from K.Q.: -

- Some of the content of the Act will need secondary legislation and changes to the Codes and Advice Notes.
- Column 1 shows the batch numbers in the order they are anticipated to be introduced. There are no dates allocated and the order may be subject to change.
- The delay to the commencement has been delayed and there is no definite dated for progress to be made.
- The Items indicated in green are already in place while those in red are still to be progressed.
- Column 2 indicates the way the batch will be progressed, and Column 3 indicates what actions are required.
- The paper has been written in plain English to avoid any confusion with legal terminology.
- The Section Numbers have not been used to avoid confusion with the Section numbers in the previous Acts.
- At the bottom of the list there is some minor legislation which was never commenced. These Sections will be cancelled as and when the Government timetable allows.
- If there are any queries, they should be raised with K.Q.

### **c. Management and Operation of the S.R.W.R.**

#### **ci) Quarterly Management Report (Includes Vault Update Report and Gazetteer Update Report)**

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

- The sum to be collected for the Fees and Amounts has been set at £915k which is up from last year's sum of £911k. The OSRWC will issue quotations at the beginning of

March in order that all Organisations can prepare for making an early payment after the invoices are issued on 1<sup>st</sup> April.

- SRWR Webinars - Symology are planning to hold regular webinars, in place of the user forums held previously. They initially plan to hold events fortnightly then reduce to frequency as the topics are dealt with. Reports received following the first of these events were positive. Details of future events will be advertised on the SRWR Aurora Portal news page (<https://aurora-portal.symology.net/news>).
- If there are any issues / problems / queries with the SRWR they should be passed to the Support Desk. If the response does not appear to deal with the matter or if there was undue delay it should be passed to I.R. who will investigate it.

### **cii) Vault Update**

The previously circulated report was taken as read. All Organisations should ensure they are keeping their data up to date.

Following a recommendation from the SRWR Steering Group, RAUC(S) was asked to agree to change the requirement to supply data to Vault to once every 3 months to 2 months. Organisations have always had the option to supply data every two months, but the change is that it is now a requirement to do so. This was agreed.

The revised dates for submissions are now available.

Discussions are still taking place with Openreach in an effort to get their plant recorded on VAULT.

### **ciii) Gazetteer Update**

The previously circulated report was taken as read. All Organisations should ensure they are keeping their data up to date.

### **civ) Gazetteer Highlight Report**

There were no issues raised under this Item.

### **d) COP 26 – Glasgow November 2021**

The previously circulated paper was taken as read with the following comments from M.P.: -

- The paper which indicated potential Trunk Road restrictions was still in draft with changes possible.
- The R.A. embargoes on their network will have to be issued and an early indication would be helpful for forward planning.
- The area around the SECC and the Expressway will be closed for 6 to 8 weeks (1<sup>st</sup> September to 17<sup>th</sup> November).
- A request was made for all the embargo information to be available on one map for ease of reference.
- Glasgow Council is looking for input on works planning from the S.U.s.
- The effects on the road network due to the event will cover most of the Central Belt so all R.As should be considering how they will deal with the traffic / works in their areas.

## **9. A.O.C.B.**

### **a. RAUC(S) Domain Names**

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

- The Committee were asked to review the list of existing 4 Domain Names relating to RAUC(S).
- All point to the RAUC(S) section of the Commissioner's website. George Borthwick also has access to the email address [secretary@raucs.scot](mailto:secretary@raucs.scot).
- I.R. suggested that all be closed with only rauc.scot retained.
- A preference was indicated for (.co.uk) but I.R. commented that RAUC(S) was not a company.
- R.P. suggested that only one be used but to retain the others for security.
- After discussion the decision was made that the Members should consider the matter and it would be added to the Agenda for the June meeting. **Action – All / Secretary**

b. Fees and Amounts – R.A. / S.U. Split

The review of the split of the Fees and Amounts was raised for discussion.

The review was too late for the various decisions to be in place for the SSI for 22 / 23 and may be too late for 23 / 24.

The Review would need to be completed and a recommendation submitted for approval to the Scottish Government.

The recommendation was made that the decision to proceed with the Review be made at the June meeting with if requires, a Working Group appointed to carry out the task. A remit would be required for the Working Group.

One topic for the Review would be to change the SSI to biannual rather than it being issued every year.

c. Access Forms for Working on the Trunk Road Network

M.P. will check the progress with this matter with the relevant Section of Transport Scotland and ask for a timetable for the management of the Network Access Forms to be interfaced with the Register. **Action – M.P.**

d. Roads Authorities Co-Chair

M.P. reminded the R.A. representatives that this was his second last meeting as Co-Chair and a new Co-Chair must be agreed. In case there was no Representative from RAUC(S) he would raise the subject with SCOTS. **Action – All R.As**

**10. Dates of Next Meetings:**

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

**AGENDA MEETING**

**Wednesday 12<sup>th</sup> May 2021**

**RAUC(s) Meeting**

**Wednesday 2<sup>nd</sup> June 2021**

**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 18<sup>th</sup> August 2021  
Wednesday 17<sup>th</sup> November 2021**

**RAUC(S)  
Meetings (Venue MS Teams)**

**Wednesday 1<sup>st</sup> September 2021  
Wednesday 1<sup>st</sup> December 2021**

The meeting Closed at 12.20

**DRAFT**