



Notes of Meeting

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

Place of **The Business Centre, Edinburgh City Chambers, High Street, Edinburgh**

Date: **Wednesday 4th March 2020**

Present: -

Martin Polland (R.A. Co-Chair)		M.P.	Transport Scotland
Kevin Abercrombie	K.A.		Aberdeen City Council
David Armitage	D.J.A.		Aberdeenshire Council
Caroline Auld	C.A.		Network Rail
David Capon	D.C.		JAG UK
Duncan Carrick	D.Car.		East Dunbartonshire Council
Gavin Cook	G.C.		East Renfrewshire Council
Ian Dalrymple	I.D.		SGN
Karyn Davidson	K.D.		Vodafone
Tommy Deans	T.D.		BEAR Scotland
Jim Forbes	J.F.		City Fibre
Darren Grant	D.G.		SSEN
Jason Halliday	J.H.		West Lothian Council
Kevin Hamilton	K.H.		Glasgow City Council
Stuart Harding	S.H.		City of Edinburgh Council
David Hearty	D.H.		MBNL-EE/3
John Henderson	J.H.		Scottish Borders Council
Lindsay Henderson	L.H.		O.S.R.W.C.
Adrian Henzler	A.H.		Openreach
Ewan Hogg	E.H.		Falkirk Council
Ian Jones	I.J.		Fife Council
Fiona McInnes	F.McI.		Scottish Water
Craig McQueen	C.McQ.		Scottish Water
Andrew Matheson	A.M.		Virgin Media
Graham Milne	G.H.		O.S.R.W.C.
Hugh O'Neill	H.O.		Argyll and Bute Council
Robin Pope	R.P.		Highland Council
Ruth Scott	R.S.		SSE Telecom
David Shaw	D.S.		Ayrshire Roads Alliance
Elaine Stewart	E.S.		Scottish Power Energy Networks
Scott Walker	S.W.		Clackmannanshire Council

In Attendance: -

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

Clive Bairsto	C.B.	Street Works UK
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Gerry Cullen	G.C.	Transport Scotland
Graeme Davidson	G.D.	MBNL-EE/3
Jane Dunlop	J.D.	O.S.R.W.C.,

Apologies Continued : -

Julie Greig	J. G.	SGN
Owen Harte	O.H.	Virgin Media
Alan Heatley	A.H.	Midlothian Council
Kat Quane	K.Q.	Transport Scotland
Alex Rae (S.U. Co-Chair)		A.R. SGN
Stephen Finch	S.F.	Openreach
Kevin Skinner	K.S.	Scottish Water
Calum Stewart	C.S.	Glasgow City Council
Mike Unsworth	M.U.	Openreach
Stuart Watson	S.W.	Argyll and Bute

1. Introduction and Apologies

Martin Polland welcomed everyone to the Meeting. Jim Forbes was substitute S.U. Co-Chair in the absence of Alex Rae.

The apologies were noted as above.

2. Minutes of Meeting of 4th December 2019

a. Accuracy

The Minutes of the previous meeting held on 4th December 2019 were agreed as read.

b. Matters Arising / Action Tracking Summary

See the Action Tracking Summary for update together with the following comment: -

bi. Plant Provision in New Developments

The previously circulated paper was commented on as follows: -

- The revisions have been made to the Aberdeenshire RCC conditions.
- The Road Construction Consent conditions can be found using google – Aberdeenshire Road Construction Consent
- The purpose of the revision is to have all S.U. plant laid before laying of the Wearing Course to avoid reinstatements in the newly adopted road.
- An issue which is likely to come forward is the requirement for connections to properties for Broadband.
- There is a need for all property connections to be recorded on VAULT.

3. Presentation – European Championships / COP26 Climate Change Conference – Martin Polland – Transport Scotland

Because most of the S.U. Representatives had seen the presentation at the Area Meetings the decision was made to make the presentation to the R.A. Premeeting.

The slides for the European Football Championships and the COP 26 Conference will be circulated by the Secretary.

Action – Secretary

COP 26 - All should be planning ahead for works, meetings etc to avoid the period of the event and for some 6 / 8 weeks prior to the conference as there are likely to be embargoes on roads throughout Glasgow. Neighbouring Councils should consider what strategic routes may require embargos. Trunk Roads embargoes still to confirmed and information will be shared once further details are known.

4. RAUC(s) Working Group Reports

a. National Coring Programme

The Committee noted that: -

- A meeting was held in January when it became clear that Appendices and the results recorded on the Register did not match.
- The decision was made to delay the submission of the Results Report to RAUC(S) for approval from the March Meeting until the June Meeting.
- The Appendices have been reissued to the S.U.s with a request that all are checked and agreed with the R.As.
- The Commissioner was thanked for the assistance of Jim Clegg. Unfortunately, he retires in mid-March so will not be available to help to wrap up the final Report. If there are any problems, they should be passed to I.R. or L.H. The Commissioner Will provide assistance to complete the programme.
- The Chairs on behalf of the Community thanked Craig, Ian and the Working Group Members for their input to the programme.

b. SROR

The Committee noted that: -

- The review of the SROR is on hold pending the publication of the SROH. The SROH may be published about the beginning of April.
- There is a requirement for a replacement R.A. Co-Chair for this Working group. This would be raised at all Area meetings in the next Quarter. If there is no volunteer from the RAUC(S) Community, M.P. would ask SCOTS if they could nominate a Representative to chair the meetings.

Action – All R.As and Area RAUC Chairs

bi. Recycling and Waste to Landfill

There is currently a problem finding quality recycled materials which was resulting in too much material going to landfill. There was a need for a supply chain to be established.

The Committee noted that Improvement Service was reviewing the specification options for recycled material and agreed that their work should be considered as part of the SROR review.

bii. Use of Viafix

The view of the meeting was that if the Viafix specification met that required by the SROR it could be used in reinstatements as specified in that Code. The Code allowed for Cold Lay material to be used in Footways, Type 3 and Type 4 Roads.

A response to the email from Viafix will be prepared and sent from East Dumbarton. Ongoing correspondence with Viafix will be circulated to RAUC(S) Members. **Action – D.C. / Secretary**

C,McQ. Indicated that the Viafix Specification must meet the SROR in all respects and he wanted confirmation from the Company that this was the case.

The SRWR Steering Group were reviewing the drop-down menu in the Register so that cold lay reinstatements can be called up in a search. Although not part of a trial the search facility would allow these sites to be monitored over a period.

c. Inspections

The draft which was discussed at the December meeting has been revised by the Commissioner and recirculated. There was no major changes to the content but changes were made to grammar, flow of the content and removal of repetition.

The Inspections Working Group circulated the revised document and there being no changes the Draft was approved for publication. **Action – O.S.R.W.C.**

d. Co-ordination

D.S. indicated that the review was still on hold pending the publication of the Act. The Review can now be progressed.

e. Gazetteer

The following comments were recorded: -

- M.P. indicated that he would contact Alan Bowman and ask him to provide a Gazetteer Group meeting highlight report for future RAUC(S) Meetings. **Action – M.P.**
- All R.As must provide their most up to date version of their Gazetteer to the next Upload as the new version of the Register will not migrate over the existing Gazetteer.

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

The first meeting of the working Group has been held at which the actions and way forward were planned.

Consideration will be given to electronic transfer of applications and permits.

The Group are aware of a request to include a review of TTROs to be included in their remit.

Concern was raised about the wording of Orders which was giving rise to problems on sites including incursion. Premeetings should be held to allow the R.As and the S.U.s to agree the requirements of the Order and what if any access can be provided. The wording of the Order must be correct as it will be used in any later court action.

C.McQ. asked all R.As to agree TTROs with Scottish Water and not with their Contractor.

g. Working Group Recruitment

The updated Schedule had been circulated to this meeting.

The Co-Chairs on behalf of the Community thanked Tony Black and John MacLennan for their input to the SROR Working Group and reminded the R.As that replacement Representatives would be required for that Group.

I.J. and E.H. agreed to represent the R.As on the Quality Plan Working Group. After discussion it was agreed that they could not attend the next meeting on 26th March when K.Q. would be attending. JF / FMCI will update once this group has met with KQ and will consider inclusion of RAs after this. MP confirmed RAs are keen to get involved and assist where possible.

The view was that one standard Q.P should be produced which could be augmented with additional sections as considered necessary.

The possibility of recalling the Working Group to review the Fees and Amounts (split of charges). The Commissioner and K,Q. will be asked for their comments on this proposal. **Action – Co-Chairs**

5. Area RAUC(s) Action Reports

a. NoSRAUC Area

T.D. provided the following report: -

- The problem of the depth of plant in the verges was raised again with a request for an early response especially as the R100 Contract would be going ahead predominantly in rural areas. The view was that the Datum should be the level of the adjacent road.
- Century Link attended the meeting by Video Link and Orkney attended by telephone link. This had been quite successful, and the hope was that Video Link could be used for the next meeting to be held in Aberdeen.
- D.J.A. reported on the Aberdeenshire revision to their R.C.C. Conditions to classify development roads as Prospectively Adoptable at least 6 months in advance of completion to ensure that all S.U.s had the opportunity to lay their plant in the roads before the final surface course was laid. There was an additional requirement for all plant to be adopted by the relevant S.U or the road would not be adopted.
- The Committee found the circulation of Safety Bulletins useful for their Organisations.
- The Vulnerable Road Users Video was recommended to all.

b. South East Area RAUC

The Committee noted the content of the previously circulated Report and comment was recorded as follows: -

- The revised date for May 2020 meeting is 19th May due to venue availability. **Action - Secretary**
- Attendance was lower than normal due to winter weather conditions/travel disruption.
- The Chair stressed that a report/feedback on points discussed at local coordination meetings from all the Roads Authority meetings was vital.
- Concerns raised regarding recent trial of Narrow Trenching, in Edinburgh led to discussion on merits / width of trench / backfilling, compaction and use of foam concrete which is not available in small quantities.
- OSRWC Dashboard - issue raised again about some people with a certain type of colour-blindness not being able to read their performance due to the colours used. **Action – O.S.R.W.C.**
- Wording of TTROs raised again - what or who is not permitted to use the route subject to a TTRO - where the actual closure starts and ends, together with whether access for residents and cyclists and / or pedestrians is permitted - needs to be clearer.

- Under Safety Concerns: SGN reported an incident where HERAS fencing had been removed by others on one of their sites.
- Under Traffic Management - noted RAUCS had set up a working group to review Advice Note 8 -Jason Halliday agreed to be a R.A. Representative.

c. South West Area RAUC

D.C. reported on the meeting as follows: -

- A presentation was made on the upcoming UEFA Championships and COP 26, stressing the need for preparedness.
- An update on the current status of the national coring programme was provided. The Results report is delayed and will now be prepared for submission to the RAUC(s) meeting in June.
- It was discussed that video training is now available in relation to the new SRWR operating system, which goes live on 6 April. Users will need to book out several hours from their day to day duties to undertake the training.
- The implications of The Transport (Scotland) Act 2019 were discussed. It was noted that a Commencement Schedule and a Guide to the Act will be prepared and issued in due course.
- It was noted that the fees and amounts invoices for use of the SRWR are due to be paid from 1 April 2020. Payment must be made within 60 days of 1 April.

d. TayForth Area RAUC

Items discussed at the meeting were summarised as follows: -

- TTRO Applications, traffic management and coordination in general for unplanned works.
- Manual control of traffic lights: site specifics and limited durations should be agreed for the correct use for this method, defaulting to vehicle actuation wherever possible to ensure safety.
- Sites being designed offsite via Google Maps etc is still causing concern, Advice Note 8 update can take this into consideration.
- Inspection Code of Practice, no negative feedback
- National Coring 19 was discussed, Ian Jones highlighted the causes of the delays and asked all authorities to submit the required appendices.
- SRWR Verbal Report:
- Seminar at Victoria Quay on 1st April for the Transport (Scotland) Act (2019)
- The register and upcoming training being release dates was discussed with several representatives confirming they had already received the email link.
- RAUC(S) Constitution WG was discussed and any comments should be passed to JF, AR, MP

e. WOS Area RAUC

The issues raised and discussed generally echoed what was discussed at the other meetings.

RAUC(S) Constitution Working Group

The Working Group meetings are ongoing, and comment on the proposals under consideration was made as follows: -

- The Local Meetings should be held every 2 months
- The RAUC(S) and Area Meetings should be held every 4 months.
- Some of the Local RAUC Meetings should be amalgamated to reduce the number of meetings.
- The possibility of SW and WOS being amalgamated is under consideration.

- The Local Meetings should be monitored instead of the Areas Meetings as at present.
- Programme Planners should attend local meetings with full information on their works programmes to help with coordination. These should cover all levels of works / projects along with events which will affect programming.
- There is often a need for additional meetings to discuss individual projects and these should continue. Face to Face communication between the correct Representatives on issues is essential.
- A Standard Agenda will be created for the Local Meetings.
- These changes would be introduced in 2021.
- A paper on the proposals will be circulated for consultation with a final proposal going to the June RAUC(S) meeting for approval.

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 were asked to share safety events which occurred in their Organisation with the Community. It was possible that a shared event could save others from an accident. The web link to the safety video had now been circulated. All should watch it and consider using it as a training aid.

b. Improvement Notices

The previously circulated Action Tracking summary was taken as read and comments were made as follows: -

The Improvement Notices against SGN have now been closed.

The performance of Scottish Water, SPEN, Virgin Media and Openreach is still under review as they do not achieve a consistent level of performance.

c. FPN Hearings

No new Hearings reported.

d. Remits from SRWR Steering Group

Items discussed by the SRWR Steering Group were summarised as follows: -

- All Users should be training to use the new Register. They need to pass the test associated with the Module before they will be given access to the Register.
- The online testing saves travel to Larbert with the travel costs, subsistence etc.
- Users are asked to assist with the Stress Tests of the Register which are planned for 10th, 17th, 24th and 31st March in each case between 1400 and 1450. The User should log onto the test site and submit notices PIRs etc. These records are on the test site so will not affect any to do list.

All must submit an up to date version of their Gazetteer at the next upload as the existing Gazetteer will not migrate over to the new Register.

7. HAUC (UK) and Associated Subgroup Report

a. Report

Climate Change – There is a need to change processes to reduce waste, reduce greenhouse gasses etc.

It is possible that the rollout of the next phase of the broadband rollout by 2025 will give problems. The plan is to roll out Street Manager and the SROH in April.

ai. Convention Update

Preparations for the Convention next year are progressing. As 2019 the event will be held at the Emirates Old Trafford Cricket Ground in Manchester on 14th May 2020.

aii. The HAUC UK App

No update was given.

b. HAUC (UK) Advice Notes

No new Advice Notes were issued for comment in the last quarter.

c. Training and Accreditation

The previously circulated Report was taken as read. The Question banks have been produced and approved. The roll out of the new testing will be complete by April. The testing will be available electronically by March 2021, but paper testing will still be available.

d. Diversionary Works

No issues were raised.

e. Reinstatements

The progress on the preparation for publishing the SROH is ongoing.

f. Safety at Road Works

Ewan Hogg asked for his name to be added to the Contact List replacing Gary Neill. **Action – D.C / Secretary**

g. Records

No issues raised.

h. Representation on HAUC UK Subgroups

The previously circulated Schedule was taken as read. Note the above requested change to the R.A. Contact for the Safety at Road Works Group.

8. Standing Reports

a. The Scottish Road Works Commissioner's Report

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

- There will be a morning seminar in Victoria Quay on the 1st April to review the Act. The event is focused on senior / middle managers.

- The Annual Report has been drafted and will be published imminently.
- Fees and Amounts Invoices (as above). An email is due to be issued to all main contacts indicating the estimated fee which will be on the Invoice. This will give an opportunity to prepare e.g. set up purchase orders to allow early payment.
- Performance – There has been an improvement made by 20 R.As. and 18 S.U.s and 4 Trunk Road Operators.
- If an Organisation has concern about their performance, they should contact G.M. and discuss the matter.

b. Policy Development Group

The Commencement Schedule and the Guide to the Act are being drafted and will be published in due course.

Virgin Media were thanked for providing K.Q. with information on their strike recording. If any other Organisation has data to provide K.Q. would appreciate a copy.

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 reports including the Commissioner's Bulletin were taken as read with the following comments: -

- The SAT are continuing with the system testing and assisting Symology with problem checking.
- 7% have signed on for training and have passed their tests. There is a need for more Users to sign on and complete their training. Reports will be issued to Managers to advise them what percentage of their Organisation have completed their training.

J.F. indicated that he was looking for a spread sheet to advise him who had completed their training and were ready to sign on to the new Register.

This Report is being prepared and the first edition will be issued on 6th March.

- Stress Testing – See above.
- Training was being recorded as taking in excess of 6 hours and the view of some of those who had completed their module was that it was essential to get away from their work station to a quiet location to allow them to concentrate.

cii) Vault Update

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

BT hope to be able to provide plant data via VAULT by the end of May. Their work on this development was appreciated.

ciii) Gazetteer Update

The previously circulated papers were 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. SCOTS Report

M.P. commented as follows: -

- SCOTS were asked for two volunteers to help with the drafting of the Quality Plans, but this had been superseded by E.H. and I.J. volunteering.
- The Executive Committee are considering a response to the Water Industry Consultation.
- D.J.A. and M.P. will discuss drafting a response to the Consultation. **Action – D.J.A. / M.P.**

9. A.O.C.B.

a. RAUC(S) CO-Chairs

Stephen Finch (BT / Openreach) who is dealing with Utility Road Works again will be asked to be the S.U. Co-Chair.

Alex Rae was thanked by M.P. on behalf of RAUC(S) and the Community for his work as S.U. Co-Chair over the last two years

- b.** The thanks of RAUC(S) and the Community were recorded to Stuart Watson and Duncan Carrick for their work as Co-Chairs of WoS Area and S.W. Area respectively.

10. Dates of Next Meetings:

AGENDA MEETING (Venue see Below) RAUC(s) Meeting (Venue see Below)

Wednesday 20th May 2020

Wednesday 3rd June 2020

Future Meeting Dates: - (Provisional)

**RAUC(s) Agenda
Setting Meetings (Venue as Below)**

**RAUC(S)
Meetings (Venue see Below)**

**Wednesday 19th August 2020
Wednesday 18th November 2020**

**Wednesday 2nd September 2020
Wednesday 2nd December 2020**

RAUC(S) Agenda Setting Meeting Venues

20 May 2020 @ 10:00 for 10:30 start

19 August 2020 @ 10:00 for 10:30 start

1st Floor Meeting Room 1.12 – Barbour, 5 Atlantic Quay, 150 Broomielaw. Glasgow, G2 8LU

18 November 2020 @ 10:00 for 10:30 start

1st Floor Meeting Room 1.4 MacKintosh, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

RAUC(S) Meeting Venue: - Edinburgh City Chambers, High Street, Edinburgh

The meeting Closed at 12.55

DRAFT