



Notes of Meeting

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

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

Date: **Wednesday 4th September 2019**

Present:

Alex Rae (S.U. Co-Chair)	A.R.	SGN
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
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Duncan Carrick	D.Car.	East Dunbartonshire Council
Gavin Cook	G.C.	East Renfrewshire Council
Gerry Cullen	G.C.	Transport Scotland
Karyn Davidson	K.D.	Vodafone
Tommy Deans	T.D.	BEAR Scotland
Stephen Finch	S.F.	Openreach
Jim Forbes	J.F.	City Fibre
Darren Grant	D.G.	SSEN
Julie Greig	J. G.	SGN
Alan Heatley	A.H.	Midlothian Council
John Henderson	J.H.	Scottish Borders Council
Ian Jones	I.J.	Fife Council
Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
Robin Pope	R.P.	Highland Council
Kat Quane	K.Q.	Transport Scotland
Hugh Randall	H.R.	Telefonica / O2 / Energy Assets Pipelines
Iain Ross	I.R.	O.S.R.W.C.
Ruth Scott	R.S.	SSE Telecom
David Shaw	D.S.	Ayrshire Roads Alliance
Calum Stewart	C.S.	Glasgow City Council
Elaine Stewart	E.S.	Scottish Power Energy Networks
Scott Walker	S.W.	Clackmannanshire Council
Stuart Watson	S.W.	Argyll and Bute

In Attendance:

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

Clive Bairsto	C.B.	Street Works UK
Graeme Davidson	G.D.	MBNL-EE/3
Jane Dunlop	J.D.	O.S.R.W.C.

Apologies continued:

Tom Flaherty	T.H.	City of Edinburgh Council
Owen Harte	O.H.	Virgin Media
Stuart Harding	S.H.	City of Edinburgh Council
Lisa Haston	L.H.	SPEN
David Hearty	D.H.	MBNL-EE/3
Ewan Hogg	E.H.	Falkirk Council
Robert James	R.J.	Network Rail
Robert Mackay	R.Mack.	East Renfrewshire Council
Andrew Matheson	A.M.	Virgin Media
Kevin Skinner	K.S.	Scottish Water
Mike Unsworth	M.U.	Openreach

1. Introduction and Apologies

Martin Polland welcomed everyone to the Meeting.

The apologies were noted as above.

2. Minutes of Meeting of 5th June 2019

a. Accuracy

The Minutes of the previous meeting held on 5th June 2019 were agreed with the following correction:
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Page No. 2 – Item No. 3 Presentation – Don't Leave us Out - (Access for Disabled People Around / Through Roadworks) - Keith Robertson of MACS (Mobility and Access Committee Scotland)

- 3rd Bullet Point – remove “Alistair Duggin, Posted on: 16 May 2016 (.gov.uk”++

b. Matters Arising / Action Tracking Summary

See the Action Tracking Summary for update.

5c. Red Book

The comments discussed at the last meeting on signing and guarding e.g. bagging traffic signals and use of manual traffic control at junctions has been passed to the HAUC UK Working Group with a request that they be considered in a review of the red book.

All were asked to ensure that the correct sizes of signs were used on sites. Signs of a size above that which was required can lead to the footway or the road being blocked.

The Anglian Water DVD of safety at sites for the disabled, cyclists and horse riders will soon be available via a link which will be circulated.

The Commissioners Office has a copy and may soon have a second one. The DVD is available to borrow for training purposes and all should take advantage in order to provide training for personnel who are involve with sites.

Duct Sharing – details of the owner of the duct and the plant laid within it should be indicated in the text box on VAULT.

Laying Plant in Newly Adopted Roads – D.J.A. is drafting clauses to be added to the RCC requirements of his Authority. His intention is to declare the road a Prospectively Adoptable Road 6 months before the road receives its wearing course. At that stage any S.U. which has not been allowed access would be able to lay their plant and the work would be completed before the road was finally surfaced.

In addition, a permit will be required for all plant which is laid in the road. This does not prevent a permit application being turned down.

Once these clauses have been approved by his Council they will be made available to R.As via RAUC(S) and SCOTS.

This is an S.U. problem but R.A. assistance to be able to have their plant laid in new developments is very welcome J.F. will contact D.J.A. of line to discuss the matter and to provide any help he can.

RAUC(s) / Area RAUC and Local Coordination Meetings – M.P. had now attended all the Area meetings and would arrange a meeting with A.R. to discuss the meeting timetables and attendance to provide meetings which would serve the Community better. J.F. will sit on the small Working Group with the Co-Chairs and an R.A. representative will be provided. **Action – A.R. / M.P.**

3. Presentation – No Presentation at this Meeting

4. RAUC(s) Working Group Reports

a. National Coring Programme

The Committee noted that: -

- All Area programmes are progressing well.
- The Working Group's work is completed for the present, but they are available if required.
- Results are now being made available and all R.As should arrange meetings with S.U.s as soon as possible to agree them and prepare the Appendix B for submission and collation of the final Report.
- Any changes to the agreed sites should be referred to the S.U.s to get their approval.
- The R.A. lead Authority Representatives will meet again in November.
- All should keep up the pressure on completing the programme.
- In the Performance Reviews, the Commissioner has asked Orkney and Shetland Island Councils to indicate how they are monitoring the reinstatements carried out on their roads.

b. SROR

The Committee noted that: -

- Before commencing the review of the SROR the Working Group is awaiting the publication of the SROH.
- On the question of allowing larger openings to be reinstated with cold lay material the W.G. had decided not to change the Code at present and await the publication of the SROH. It was suggested that the increase in the Warranty Period would affect the final decision. Accreditation and guarantees from the material manufacturer would be required and would likely be subject to the A9 Appendix requirements.
- The SROR is a Ministerial document and the Scottish Government will have a view on how any rewrite of the SROR (Scottification of the SROH) is carried out and the RAUC(S) input may not be same as the production of the current version.

c. Inspections

The Inspections Working Group have met and updated the draft which they subsequently circulated for comment. The following report was submitted: -

- The Group met on the 30th August and reviewed the comments which they had received.
- There have been some amendments including dealing with numbering issues.
- There has been a request to provide more detail in the section dealing with defects.
- Further work will be done on the Draft and a revision will be issued in October giving time to submit individual comments as well as any from the Area meetings. It is hoped that the draft which is produced following that consultation will be submitted and approved at the December RAUC(S) meeting
- The Co-Chairs thanked those who had submitted comments and asked the Working Group Co-Chairs to pass on the thanks of RAUC(S) for their work on the document.
- The Community was asked to check the RAUC(S) minutes before commenting on issues.

d. Co-ordination

D.S. and Clare Callaghan had met with K.Q. to discuss how the Act may affect the Coordination Code. K.Q. will provide a briefing note of the discussions. D.S. thanked K.Q. for her assistance.

e. Gazetteer

I.R. provided the following update: -

- The new SDTF Specification had been published.
- Geoplace are considering adding details of TROs and TTROs to the Gazetteer. D.J.A. and Oliver Penman (Glasgow City Council) have provided input and O.P. will attend a meeting on this matter in London.

f. Working Group Recruitment

The updated Schedule had been circulated to this meeting.

A group of S.U. Representatives have been meeting to draft Quality Plans. The R.As will join the discussions in due course.

A R. will pass revisions to the Recruiting Schedule to the Secretary to update the current version.

Action – A.R. / Secretary

5. Area RAUC(s) Action Reports

a. NoSRAUC Area

The following issues were discussed: -

- A query was raised on how asbestos ducts should be recorded when located in an excavation. After discussion it was agreed that it should be recorded on the Register as Engineering Difficulty and added into the VAULT if it was not already recorded.
- Following on from the MACS presentation to RAUC(S) there was a discussion on accessibility when setting out sites. The site must allow for passage of vehicular, pedestrian including people with a disability, cyclists and where relevant horse riders. These factors should not be an afterthought.

- The problems of vehicle incursion onto sites and abuse of operatives was discussed. This problem is occurring more frequently with increasing violence. The standard form which has been produced by Trunk Road Operators will be circulated for use as is or modified.

Action – Secretary

- The problem of attendance by the Island Council Representatives had been raised. The suggestion was made that they ring in on Skype so that they can follow the discussion and make input where required. This possibility will be followed up.

b. South East Area RAUC

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

- Coal Tar Binder used in the Road Structure – Meetings on this matter with relevant bodies including Universities, SEPA and the Scottish Road Research Lab are ongoing.
- Some discussions with the Commissioner have been requested on the Performance Statistics.
- The transfer the Gazetteer custody to Improvement Scotland was noted. This would require future Uploads to be provided to that organisation.

c. South West Area RAUC

No issues were remitted to this Committee.

d. TayForth Area RAUC

No issues were remitted to this Committee.

e. WOS Area RAUC

No issues were remitted to this Committee.

The Chairs were asked to submit reports on their Area Meetings to give a taste of discussions and where relevant issues raised.

6. RAUC(s) Business

a. Safety – Issues for Consideration

- All were asked to pass Safety Bulletins, which were discussed or circulated within their Organisation, to the Secretary for circulation to the Community. Any lessons learned from incidents should be shared to make the workplace safer.
- The awareness of Tick bites should be passed to Operatives especially in rural areas. These bites can lead in some cases to Lyme Disease which can have serious health issues.
- M.P. is trying to have the TTM Forum started again and he will give details when available.
- Health and safety is a prime topic for discussion at meetings. There are problems out on sites which should be discussed so that others can suggest solutions or learn from others experience. Information should not be hidden but should be the source of education.
- The development of driverless plant was commented on. This is likely to be the way forward and should be watched with interest.

b. Improvement Notices

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

Edinburgh City still have old Notices which remain open. S.H. would be asked to provide some input on the actions being taken and to provide an updated schedule to indicate the performances of the relevant S.U.s. Is no improvement being achieved? **Action – S.H.**

c. FPN Hearings

No new Hearings reported.

d. Remits from SRWR Steering Group

I.R. commented on The Register as follows: -

- Areas of Interest – All organisations will soon receive a letter (with instructions) from Symology asking them to review their Areas of Interest and submit their requirements for uploading onto Aurora. Aberdeenshire Council are testing the instructions to ensure that it is robust and easy to use.

The existing Areas of Interest will not be automatically transferred and if there is to be no change to an Organisations existing format, they must discuss this with Symology so that it can be dealt with.

Do not ignore the letter and instructions. There will be a default but that is likely to result in an Organisation receiving Notices for which they have no interest (worst scenario – all Scotland). **Action - All**

If there are any queries, contact should be made with the support desk or I.R.

- Symbology – This is currently being reviewed with consideration being given to providing symbology which will indicate higher risk plant. In addition there is a need to show plant which is currently not covered in VAULT e.g. abandoned plant, district heating systems.

All Organisations should consider their symbology requirements and make them known to the Steering Group.

- Aurora Training – Transitional training from Insight to Aurora will be available during February, March and April. The modules will be free. All should note that the users must pass the training modules before they can gain access to Aurora. In both the Transition Training and the normal training the Modules will be focussed on specific topics.

Training for the system will be provided free with the costs being spread over the Fees and Amounts. All staff can then access the training modules at any time at their place of work saving travel, subsistence and time away from the office. There will be modules which a new user will require to pass before they are allowed access.

There can be discussion about the allocation of the costs, but the general proposal is as above. There was a view aired that some R.As are not yet posting all their works which will skew the apportionment of the Fees. Comment was made that R.As have the facility of the permits module but it was pointed out that this allowed the S.U.s to have the use of the information when planning works and where the plant is on VAULT.

The Modules will be focused on certain topics so the essential training programme can be tailored to the user and that includes for Contractors / Agents.

There will be topics which the Read Only users have to sit and pass for system access.

The provision of a data base for reporting to Managers who has sat what Modules and what they have passed within their Organisation has been requested and is being investigated.

- Action Task List – All should note that non actioned tasks will not transfer to Aurora. The tasks which will be cleared are those which will not require an action and have not been dealt with for a period. Tasks which require action e.g. defect notices will be transferred. The suggestion to the Community is that they update their lists so that the items cleared do not give them a problem at a later date - Good housekeeping.
- Aurora Login Names – Where a user has access for more than one Organisation e.g. Contractor with approved access to the Register for more than one S.U. will need to have new Logins in order that they enter the Register for the S.U. are dealing with e.g. email address(SU name)@whatever. Symology will contact all for details of their operating requirements in order that they can advise the best / common solution for use throughout the Register.

7. HAUC (UK) and Associated Subgroup Reports

a. Report

There was no report from HAUC UK as there had not been a meeting since the last RAUC(S) Meeting. The next meeting is scheduled for the next week.

The current developments on Brexit are having some effect on progress on the likes of Street Manager and the SROR.

ai. Convention Update

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

aii. The HAUC UK App

This development is ongoing, and comment was made as follows: -

- It will provide data for recommending T.M. design with information from the Red Book, Alerts and Scenarios.
- D.C. indicated that depending on the development progress he may be able to give a presentation to the December meeting. **Action – D.C.**

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.

d. Diversionsary Works

No issues were raised.

e. Reinstatements

C.McQ presented a verbal Report based on information provided by K.S.as follows: -

The SROH is meeting and discussions are taking place on the following Items: -

- The Void Testing method is being reviewed following comments received.
- The extent of the area of reinstatement around iron work is being considered and may not be included in the SROH.
- A further meeting of the W.G. is arranged for next week.
- Extended Warranty and Material Specifications are still presenting some issues and require to be discussed.
- The final Code needs to be easy to use by all in the Community.

f. Safety at Road Works

No issues were raised.

g. Records

No issues raised.

h. Representation on HAUC UK Subgroups

The previously circulated Schedule was taken as read.

8. Standing Reports

a. The Scottish Road Works Commissioner's Report

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

- The 2 Bulletins have been published by the Commissioner as follows: -
 - Monitoring & Improving Compliance No. 1 – Interventions (June 2019)
 - Monitoring & Improving Compliance No. 2 - Targets Early Starts and Unplanned Works - June 2019.pdf
- The link to these documents is: - <https://roadworks.scot/legislation-guidance/commissioner-guidance>

There are some revisions to the Targets. Comment was made that some Road Authorities had performance in Q1 on Early Starts which were in Red but on the old target would have been Amber. Those affected should make comment in their response to G.M. These will be considered by the Commissioner.

- All Organisations which are on Improvement Plans raised after last years Performance Reviews should submit the response which is due.
- A request will be issued from the O.S.R.W.C. for updated details on the relevant contacts.
- The Commissioner noted that over the last year the R.A. performance has in general improved.
- There was still a problem with Transport Scotland, but this was being addressed. The number of notices issued tended to skew the statistics. M.P. indicated that meetings were planned with the Operating Companies to review their performance.
- All were reminded that where an Organisation is carrying out a purge of data they must inform the G.M. so that he is aware of the potential effect on the performance.

b. Policy Development Group

K.Q. commented on the Scottish Government matters as follows: -

- On Stage 2 there were 7 amendments of which 5 were being taken forward.

- The Bill is now in Stage 3 which is likely to be completed by Christmas after which there is a 4 week period for comment.
- Royal Assent is planned to be made between February and June. There will then be a period for Regulation.
- The Fees and Amounts consultation is due to be issued.

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: -

- Discussion is ongoing to get Openreach to provide their plant data to VAULT.
- A request has been received to provide data via Vault on tile direct from the S.U. records. This would provide data which was up to date. This may be opened up to other S.U.s if it is a success.
- The Bill may have constraints on how VAULT is operated.
- Compliance with the Red book should be compulsory. All should be aware that H&S will look at whether the requirements of the Red Book have been met when investigating any incident.
- All should note that the Fees and Amounts invoices are statutory and must be paid within the required period. 1 S.U. was late in making payment and required a warning before the invoice was paid. It is possible that in future years late payment will result in the Organisation losing access to the Register.
- Improvement Services used Symology to validate the Gazetteer submissions for August. They will use their own validation in future.

The costs of upload validation have been recouped from Symology.

Improvement Services are meeting with the various Organisations to update them on the Gazetteer.

- There are three new S.U.s on the Register. They are; -
Solway Communications
Lothian Broadband
Premier Transmission Ltd
- The Inspection App issues raised by TayForth have been dealt with. Two problems were related to bugs and the others required changes to the App.

cii) Vault Update

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

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.

cv) Annual Fees and Amounts 2019 / 20 – Draft Matrix

See above.

d. SCOTS Report

M.P. will circulate information on relevant matters from SCOTS via the Secretary. **Action – M.P. / Secretary**

9. A.O.C.B.

a. Solheim Cup

The Solheim Cup will be played at Gleneagles during the week 9th to 15th September. It is anticipated that there will be an increase in traffic on the roads to Gleneagles and on the local roads in that area.

b. Meeting Dates for 2020

The dates submitted to the meeting were approved as tabled with the proviso that the small Working Group may submit a revised meeting schedule to the December meeting.

I.R. and the Secretary will discuss the process to set up the diary which will allow it to auto transfer to Members diaries. **Action – I.R. / Secretary**

c. Traffic Management – Signing and Guarding

T.D. reminded all that signing, and guarding should be removed from the site as soon as possible after the work is completed i.e. probably not later than mid-day after the completion.

10. Dates of Next Meetings:

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

Wednesday 20th November 2019

Wednesday 4th December 2019

Future Meeting Dates: - (Provisional)

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

RAUC(S)
Meetings (Venue see Below)

Wednesday 19th February 2020

Wednesday 4th March 2020

Wednesday 12th May 2020

Wednesday 3rd June 2020

Wednesday 19th August 2020

Wednesday 2nd September 2020

Wednesday 18th November 2020

Wednesday 2nd December 2020

RAUC(S) Agenda Setting Meetings Venue: - Dean of Guild Waiting Room, Edinburgh City Chamber, High Street, Edinburgh

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

The meeting Closed at 14.00