



Notes of Meeting

Meeting Roads Authorities and Utilities Committee (Scotland)

Place of The Dome, New Register House, West Register Street, Edinburgh EH1 3YT

Date: Wednesday, 6th June 2018

Present:

Alex Rae (S.U. Co-Chair)		A.R.	SGN
Kevin Abercrombie	K.A.		Aberdeen City Council
David Armitage	D.J.A.		Aberdeenshire Council
Marco Bardelli	M.B.		Transport Scotland
Anthony Black	A.B.		Transport Scotland
David Capon	D.C.		JAG UK
Angus Carmichael	A.C.		Scottish Road Works Commissioner
Duncan Carrick	D.C.		East Dunbartonshire Council
Karyn Davidson	K.D.		Vodafone
Stephen Finch	S.F.		Openreach
Jim Forbes	J.F.		City Fibre
Darren Grant	D.G.		SSEN
Julie Greig	J. L.H.		Scottish Power Energy Networks
Alan Heatley	A.H.		Midlothian Council
John Henderson	J.H.		Scottish Borders Council
Ian Jones	I.J.		Fife Council
Caroline McAdam	C.McA.		Network Rail
Fiona McInnes	F.McI.		Scottish Water
Robert Mackay	R.Mack.		East Renfrewshire Council
Andrew Matheson	A.M.		Virgin Media
Sarah Parsons	S.P.		CityFibre
Robin Pope	R.P.		Highland Council
Kat Quane	K.Q.	Office of the Scottish Road Works Commissioner	
Ruth Scott	R.S.		SSE Telecom
David Shaw	D.S.		Ayrshire Roads Alliance
Fraser Smith	F.S.		Argyll and Bute
Kevin Skinner	K.S.		Scottish Water
Andrew Torrance	A.T.		Glasgow City Council
Mike Unsworth	M.U.		Openreach
Scott Walker	S.W.		Clackmannanshire Council

In Attendance:

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

Gerry Cullen	G.C.	Transport Scotland
Robert James	R.J.	Network Rail
Nigel Myers	N.M.	Virgin Media
Gary Neill	G.N.	Falkirk Council

Apologies Continued:

Martin Polland (R.A. Co-Chair)
Jamie Rodden
Elaine Stewart

J.R.
E.S.

M.P. South Lanarkshire Council
Glasgow City Council
Scottish Power Energy Networks

1. Introduction and Apologies

Alex Rae welcomed everyone to the Meeting.

The apologies were noted as above.

2. Minutes of Meeting of 7th March 2018

a. Accuracy

The Minutes of the previous meeting held on 7th March 2018 were agreed as read.

b. Matters Arising / Action Tracking Summary

See the Action Tracking Summary for update along with the following comments: -

Items Remitted from the meeting on the 7th March: -

Item No. 3 Presentation on Using Network Access Forms

The S.U.s had agreed in principle to using the Network Access Forms but on the proviso that the auto loading of data from the Register was progressed with a proposal from Symology within 6 months.

A meeting should be arranged between J.M. and Symology to commence the development. There has already been some discussion on the possibility of the process being provided in the Aurora development.

The provision of the Notice is the priority in the system followed by the auto completion of the N.A.F.

Once operating the applications should be made as and when required but there needs to be a mutual working arrangement by both parties.

Item No. 5b Remits from the S.E. Area RAUC Meeting – Rope and Cone Safety Facility on Sites

The use of Rope and Cone safety facilities were still being used in the centre of Edinburgh despite the view expressed at the last meeting that they should not be used in place of barriers in areas where pedestrians are present.

Signing and guarding must be carried out in accordance with the Red Book and Chapter 8. The Trunk Road Operators use rope and cone on the trunk roads but only where pedestrians are not present.

Scottish Water is monitoring sites and are of the view that this method of protecting sites is being used correctly to delineate a safety zone out with the pedestrian barriers.

The Commissioner suggested that this matter should be dealt with initially at the Local and Area level and if no resolution is achieved it should be dealt with as an official dispute. If the signing and guarding does not meet the required standard it should be raised as a Cat A defect which could be accepted or disputed.

Item No. 8ci – Management and Operation of the SRWR

The number of Organisations which have transferred to using the new Domains has risen to 35%. The Commissioner indicated that this was still away short of the 100% required before the existing Domain is switched off in September. The list of those who have not transferred is not available.

An email will be sent out to the Primary Contact but in the mean time all organisations must arrange to transfer to the new Domain remembering the problems which could crop up due to IT management.

Action – O.S.R.W.C.

3. Presentation – S.R.W.C. / RAUC(S) Web Site

N.B. gave a short presentation and demonstration of the Commissioners new Web Site which had been rolled out on Tuesday 5th June and commented as follows: -

- The site had been developed internally.
- It was in a form which was better to read and navigate on mobile phones and tablets.
- The format of the pages had been created to be easier to navigate and find the information required.
- All the pages which were available on the old site were replicated on the new.
- The diary for the week was now provided and the full year version would continue to be available for advanced planning.
- All the files for minutes etc prior to 1st April 2017 have been archived. The archived content on the website can be found using the archive link – there is one on every page that includes a link to current minutes or meeting papers.
- The map on the front page will change at regular intervals to show the road works in the various parts of the country.
- On the front-page links are provided to: -
 - What Do We Do
 - Scottish Road Works on Line
 - Dial before U Dig
 - The RAUC(S) pages
 - The six most used documents
 - The News
 - Contact information.
 - Open data
 - Legislation and Guidance
 - Publications
- All were encouraged to visit the site and have a look at what it provided.
- Any problems, comments or suggestions should be past to the O.S.R.W.C.

Action- All

4. RAUC(s) Working Group Reports

a. National Coring Programme

The Committee noted that:-

- The Group had met twice since the last RAUC(S) meeting with another meeting arranged for June.
- The Group had reviewed the HAUC UK Advice Note and noted any content which would benefit Advice Note 3.
- Advice Note 3 is now being reviewed.
- There was still an interest in having one Coring Contract which would be arranged by the Commissioners Office. This would have to be considered by the Commissioner as it would

require staff resources to produce the Contract, carry out the tender process and appoint a Contactor.

b. Inspection Fees

The following comments were made: -

- The survey data has been analysed but needs a meeting of the Group to produce a recommendation.
 - The result of the survey analysis indicates that a proposed Fee would be little changed from the current fee.
 - A meeting will be held and a recommendation submitted to the RAUC(S) meeting on 5th September.
- Action – A.R. / S.H.**

c. SROR

The Committee noted the following comments

- The Group will have their first meeting in June
- They will consider Cold Lay Reinstatements and Appendix No. 9
- They require notification of any other remits.
- If the 6 year Guarantee is to be introduced the Code will need to be reviewed.
- Any Legislation Changes in the forthcoming Bill may need to be reviewed.
- The potential revisions to the SROH will be reviewed when the draft is produced sometime towards the end of the year.
- The SROR is a Ministerial Code so Transport Scotland have the ability to take over the development of a new Specification.
- A report will be submitted to the September RAUC(S) meeting indicating a potential programme for the review and development of the SROR. **Action – Working Group Co-Chairs**
- The cold lay reinstatements can be considered in the mean time with some suggestions on the way forward. The option also exists to see what the new SROH contains and use what is suitable for the Scottish market.
- The trial of cold lay material in reinstatements over 2 square meters should go ahead to gain data to progress this proposal.

d. Inspections

The Inspections Working Group should arrange their first meeting to consider: - **Action – Inspections W.G. Co-Chairs**

- Charging for repeat defective apparatus inspections.
- Phasing of Cat A Sample Inspections
- Process for changing the priority of Defect Notices if the defect deteriorates.

e. Co-ordination

The Co-ordination Working Group has not yet met.

f. Working Group Recruitment

The updated Schedule had been circulated to this meeting. The Secretary will circulate a revised Schedule to reflect the changes made since the March meeting. **Action – A.R. / Secretary**

5. Area RAUC(s) Action Reports

a. NoSRAUC Area

No issues remitted to this meeting.

b. South East Area RAUC

No issues remitted to this meeting.

c. South West Area RAUC

No issues remitted to this meeting.

d. TayForth Area RAUC

A dispute hearing was called at the last meeting as follows

- Scottish Water had requested a retrospective Section 109 be issued to a contractor to replace a Notice for works which had been submitted to Perth and Kinross in error.
- The hearing was held and following consideration of the evidential reports submitted the panel found in favour of Scottish Water and asked Perth and Kinross to action a retrospective Section 109 Permit Application.
- J.F. indicated that Advice Note 22 should be reviewed and updated if necessary.
- The panel felt there may be a need to review the Section 109 Legislation to remove the perceived loophole, however the position of RAUCS was that the ‘loophole’ was an unintended side effect of deregulation that RAUCS had no remit to amend.
- The view was that the Section 109 legislation was introduced to allow small works to be carried out by private organisations, but it was now being used to carry out works for / by Utilities under regulations which had been placed on them.
- Scottish Water indicated that if they wished to lay a communication cable in the road they would require a Section 109 permit as their powers did not cover such works.

Dundee City Council had issued a new charging regime for providing TTROs. These charges appear to be more than the costs of administering and issuing the Order. The Commissioner had written to Dundee Council and advised them that their action was ultra vires and he has requested a meeting with their senior Management.

There was no knowledge of the revised rates being paid to date, but the Commissioner asked for any information on any charges which emerged. **Action – S.Us**

e. WOS Area RAUC

At the meeting held in May a request was made for a remit to be passed to the Inspections Working Group to review the R.A. liability for an accident related to S.U. plant which was reported to the S.U. but not yet actioned. This matter was tied in to the request for the need for repeat inspections and the costs incurred making these inspections and issuing repeat Notices. **Action – Inspections W.G.**

6. RAUC(s) Business

a. Environmental Recycling

The Secretary was asked to combine this Item with the SROR Item as it was related. **Action-Secretary**

b. Safety – Issues for Consideration

Safety issues raised under other previous items.

c. Improvement Notices

The Committee noted that the new contractors being employed by SGN were leading to improved performance.

Virgin Media were taking steps to improve their performance in West Lothian and were working with Mid Lothian to achieve the required standards.

Ayrshire Roads Alliance will be meeting with Virgin Media this month to consider whether or not the Improvement Notice could be closed.

d. FPN Hearings

No new Hearings reported.

e. Remits from SRWR Steering Group

There were no issues remitted to RAUC(S) from the SRWR Steering Group.

7. HAUC (UK) and Associated Sub Group Reports

a. Report

The last meeting of HAUC UK was held on 16th May. At that meeting the discussions were focussed on setting milestones for the various issues to be actioned.

On Training and Accreditation (See Report issued by L.H.) the: -

- Assessment and Reassessment requirements had been signed off.
- Training bands were signed off.
- Planned implementation is October 2018

An update report on the on the trial for lane rental was requested to indicate where the income was being spent and what the next action would be.

Development of the App for Traffic Management was not as far on as had been planned. Three programme developers had bid for the project. It is possible that the first draft may be at a stage when it can be demonstrated to RAUC(S) at the next meeting. The plan is to provide a base level system then develop it as required.

ai. Convention Update

The 2018 Convention was held in Manchester at the Emirates Old Trafford on the 17th May 2018. There was a good attendance with total of 331 delegates. It was hoped that more Representatives would attend from Scotland but those who attended found topics and discussion interesting. An effort

will be made to get more Scottish attendance for next years event which will be in the same venue on 16th May.

A meeting is planned to review the 2018 Convention and consider issues for change or inclusion in next year's event.

aii. The Street Manager Project

The project is moving forward with a planned delivery for 2019 for universal use throughout England and Wales.

aiii) DfT S.R.O.H. Version No. 4 Update

The programme for the development and publication of the SROH was tight with it being issued for consultation and published by April 2019 to come into force for October 2019.

The draft will consider a paper on Asphalt including mastic asphalt. The paper will look at the existing specification and use.

Consideration will be given to the specification for Core and Vac.

b. HAUC (UK) Advice Notes

Advice Notes were discussed as follows: -

c. Training and Accreditation

The previously circulated paper was taken as read.

Darren Grant (SSE) has agreed to be the S.U. representative on this Group. Training is an essential part of roadworks and needs full representation at the discussions.

d. Diversionary Works

No issues were raised.

e. Reinstatements

Note previous comment in the Minutes.

f. Safety at Road Works

No issues were raised.

g. Records

No issues raised.

h. Representation on HAUC UK Sub Groups

As indicated in Item No. 7c above D.G. will now be the S.U. Representative for the Training and Accreditation Working Group. The Secretary will update the contact schedule. **Action – A.R. / Secretary**

8. Standing Reports

a. The Scottish Road Works Commissioner's Report

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

- The closing date for the payment of the Prescribed Fees was the 2nd June. Reminders have been sent to the 25% which have still to pay without further delay.
- The Privacy Policy has been updated and can be read on the Web Site.
- The previously circulated Commissioners Direction on the entry of contact information on Notices in the Register was commented as follows: -
 - Contact details should only be recorded in the Contact Detail Fields and never in the free text fields.
 - If necessary, use only generic email addresses or telephone numbers in the free text fields.
 - This action should reduce spam emails being sent to your system
 - This information should be sent to all operators and staff using the Register. **Action - All**
 - Elgin (providers of road data online) are already looking at how to use the open data to populate their roads data service.
- The new Contract for the provision and maintenance of the Register went live on 1st April 2018.
- There are no more User Forums planned for this year. The next round of forums is likely to be for the Introduction of Aurora (next generation of the Register) next year. Suggestions to improve the Register should be passed on a Change Request to SAT for consideration.
- All Organisations should have or be planning to move over to the new domains as soon as possible as the old domains will be closed later in the year. If there are internal IT problems I.R. can offer assistance. **Action – All**

The changes to the domains are as follows: -

Old	New
https://srwr.symology.net	https://live.srwr.scot
https://srwrtest.symology.net	https://test.srwr.scot
https://srwrnsq.symology.net	https://nsq.srwr.scot
https://srwrvault.symology.net	https://vault.srwr.scot
https://srwruat.symology.net	https://uat.srwr.scot
https://srwrtrain.symology.net	https://train.srwr.scot

- Open Data is now available to the Public etc via the web.
- The Mobile App for recording Actual Start and Finish of works is now available on Android and will be on Windows from 18th June and on IOS from 2nd July.
- The VAULT App comes on line on all platforms in August.
- The Inspections App comes on line on all platforms in November / December.
- The Commissioner reminded users that Section 61 Permits should not be used, and he was monitoring the system to pick up on any which were issued.
- The performance Reviews are being drafted at present and will be issued in mid-July. If possible, they will be sent out to all Organisations at the one time.
- The Annual Report for 2016 / 17 has been published and can be downloaded from the web site. All were encouraged to read it through. The 2017 / 18 Report will be issued in the autumn. **Action – All**
- Inspectors Training is available and can be booked as usual via the Commissioner's Office.

b. Policy Development Group

There were no issues brought forward from the P.D.G.

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: -

- Symology has started to develop VAULT to accept bimonthly data uploads. In the future, especially if data upload becomes mandatory, the system may be further developed to accommodate data input monthly. Once the two monthly revision is introduced the trigger for action in the quarterly report is likely to be no upload for 6 months.

The revised upload timetable will be issued in due course.

d. SCOTS Report

There was no report from SCOTS.

9. A.O.C.B.

a. PAS 128:2014 Specification for Underground Utility Detection, Verification and Location

An S.U. Representative will be appointed to deal with the review of this Specification. This is ongoing. **Action – A.R.**

b. Wind Farm Organisations

DJA reported that a standard OFGEM Generator's License, as issued to most wind farms, confers the statutory power to place and maintain apparatus in the public road, but only for the purpose of connecting the generation facility to the national grid. It was agreed that any electricity generator wishing to exercise these powers in Scotland should be notified that they would first need to contact the Office of the Scottish Road Works Commissioner and subscribe to the Scottish Road Works Register. If they do not wish to do this, then at the discretion of the road works authority, they could be issued with permission under section 109. This would be required in any case if they wished to execute any works in the road beyond those necessary to connect to the national grid.

c. RAUC(S) Meeting Cycle

Martin Pollard asked the Committee to consider reducing the RAUC(S) meeting cycle from 4 times a year to three times a year. Comment was made as follows: -

- It was noted that HAUC UK had made this change but may now return to a quarterly cycle.
- If the RAUC(S) meeting cycle was changed all the other meetings e.g area and local, would need to be changed to fit in with the new timetable.
- Following discussion, it was agreed that the current timetable would be retained.
- Consideration should be given to how many Areas there were going forward into the future. This may be affected by amalgamations of Roads Authorities or some of their functions either voluntarily or by statute.

d. RAUC(S) and Associated Meetings

The Committee agreed that there was a need ensure that the business of RAUC(S) and Associated meetings was carried out more efficiently with actions being dealt with at the correct tier with remits issued as necessary up or down the chain.

The appointment of a Working Group to review the operation of RAUC(S) and the Associated Committees will be considered at the next meeting. **Action – Commissioner / Co-Chairs / Secretary**

e. Meeting Venue

The next two meetings will be held in the City Chambers but the Dome and Victoria Quay were not considered to be suitable for future meetings.

Alternative venues will be considered but they should be reasonably priced and be convenient for public transport.

f. Health and Safety Officers Meetings

F.McI. will check if these meetings are still held and, if they are, if a RAUC(S) Representative could be invited to attend. **Action – F.McI.**

10. Dates of Next Meetings:

AGENDA MEETING (Venue see Below)	RAUC(s) Meeting (Venue see Below)
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Wednesday 15th August 2018	Wednesday 5th September 2018
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Future Meeting Dates:-

RAUC(s) Agenda Setting Meetings (Venue as Below)	RAUC(S) Meetings (Venue see Below)
Wednesday 21 st November 2018	Wednesday 5 th December 2018

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 14.15