



Notes of Meeting

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

Place of **The Hilton Grosvenor Hotel, Grosvenor Street, Edinburgh, EH12 5 EF.**

Date: **Wednesday, 7th March 2018**

Present:

Jim Clegg	J.C.	Glasgow City Council (R.A. Co-Chair)
Alex Rae	A.R.	SGN (S.U. Co-Chair)
Kevin Abercrombie	K.A.	Aberdeen City Council
Marco Bardelli	M.B.	Transport Scotland
David Capon	D.C.	JAG UK
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Duncan Carrick	D.C.	East Dunbartonshire Council
Jim Cowan	J.Co.	SGN
Gerry Cullen	G.C.	Transport Scotland
Karyn Davidson	K.D.	Vodafone
Graeme Dunipace	G.D.	SPEN
Jim Forbes	J.F.	City Fibre
Stuart Harding	S.H.	City of Edinburgh Council
Alan Heatley	A.H.	Midlothian Council
John Henderson	J.H.	Scottish Borders Council
Robert James	R.J.	Network Rail
Ian Jones	I.J.	Fife Council
Caroline McAdam	C.McA.	Network Rail
Robert Mackay	R.Mack.	East Renfrewshire Council
Duncan MacLennan	D.MacL.	Openreach
Alison MacLeod	A.MacL.	The Highland Council
Andrew Matheson	A.M.	Virgin Media
Gary Neill	G.N.	Falkirk Council
Martin Polland	M.P.	South Lanarkshire 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
Kevin Skinner	K.S.	Scottish Water
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:

David Armitage	D.J.A.	Aberdeenshire Council
Anthony Black	A.B.	Transport Scotland
Stephen Finch	S.F.	Openreach
Owen Harte	O.H.	Virgin Media
ZoeyLeach	Z.L.	SSE Networks
Crawford Lindsay	C.L.	South Lanarkshire Council

Apologies Continued:

Fiona McInnes	F.McI.	Scottish Water
Nigel Myers	N.M.	Virgin Media
Robin Pope	R.P.	Highland Council
Fraser Smith	F.S.	Argyll and Bute

1. Introduction and Apologies

Jim Clegg welcomed everyone to the Meeting.

The apologies were noted as above.

2. Minutes of Meeting of 6th December 2017

a. Accuracy

The Minutes of the previous meeting held on 6th December 2017 were agreed as read.

b. Matters Arising / Action Tracking Summary

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

8th December 2017

Item No. 5e WoS Area RAUC – Repeat Defect Inspections

There was a query about this matter being remitted to the Inspections Working group as it would require Legislation to introduce any charge. The Committee agreed that it would have to be discussed and agreed first at the W.G. before any legislation change was requested.

Item No. 6a Recycling – Cold Patching Material in Reinstatements up to and over 2 square metres

Along with this matter being discussed at the SROR any proposed material use would have to be tested via a full trial via the Register.

3. Presentation – Network Access Forms

J.C. welcomed Johnathan Moran to the meeting and invited him to give his presentation on the Transport Scotland Network Access Forms. He indicated that his presentation would deal with the subject under the following headings: - purpose of the information collected and its benefits, introduction to the revised shortened version, and the next steps and timescales.

A copy of the revised shortened form was circulated. The application form had been reduced to one A4 sheet and would be in common use by all the Operating Companies (O.Cs).

He indicated the benefits as follows: -

For Utilities the forms assisted in setting up a direct relationship with OCs which would help to support and aid delivery of the corporate objectives, to support delivery & maintenance of the S.U. infrastructure and assist with support/assistance/advice with live network information.

For Transport Scotland / OCs the forms helped with enhanced co-ordination, setting up site-specific contacts getting the actual start dates/times for network planning and response.

For the Public the forms allowed the provision of live updates & unplanned incident management. The data collected helped present traffic information and travel planning assistance for the public on the Traffic Scotland Real Time and Future Traffic Information Web Site.

The O.Cs were required to provide the data to populate the Traffic Scotland site and keep it up to date as circumstances changed. Contact with the SUs was therefore essential.

The possibility of the data transfer being organised via an interface with the Register needed to be investigated.

J.M suggested the following steps & timescales to progress the use of the N.A.F.s:-

- Phase 1 – Agree use of shortened form (Time to be agreed by RAUCS)
- Phase 2 - Review with OSRWC if this can be automated in the Register for OCs to run/print reports (Time to achieve suggested to be approx 18 months)
- Phase 3 – Review with OSRWC if the Register and the TS “*Automated Diary Facility*” can be directly linked (Time to achieve suggested to be approx 24 Months)

The Committee agreed that comments would be passed to J.M. within two weeks with a tele conference if needed. All S.U.s should consider the proposal and submit their comments. **Action – S.U.s**

The use of the NAFs is not required by legislation but Transport Scotland were looking for a pragmatic approach to the proposal. A.R. will respond to J.M. within 4 weeks. **Action – A.R.**

J.C. thanked J.M. for his presentation.

4. RAUC(s) Working Group Reports

a. National Coring Programme

The Committee noted that:-

- K.S. had retired as S.U Co-Chair of the Working group as the previous programme was now completed.
- C.McQ. will now take over as the S.U. Co-Chair.
- A R.A. Co-Chair is still required.
- The recently published Advice Note from England will be reviewed and any sections which would improve Advice Note No. 3 would be adopted.
- The input from the Commissioner’s Office would be considered.
- The arrangements for the Contract needs urgent attention i.e. will it be one national contract.
- The first meeting is to be agreed but requires a R.A. Co-Chair.
- The increase in the number of cores being taken by the S.U.s in accordance with Advice Note No. 3 could reduce the number of cores required for the programme sample.

The Commissioner indicated that penalties for poor performance had been issued as follows:-

Openreach £50,000 (maximum)
Virgin Media £16,000
Telefonica £8,000
Vodafone £8,000
Energetics £1,500

At this point in the meeting there was a discussion on the requirement for a new RAUC(S) R.A. Co-Chair to replace J.C. who was retiring.

- The view was that the meeting could not be convened without a R.A. Co-Chair.
- M.P. would raise the matter at SCOTS. **Action – M.P.**
- The R.A. staffing was being reduced to such an extent that taking on the post with the full range of tasks and Committees was extremely difficult.
- The suggestion that the meetings be reduced to a three per year cycle with no agenda meetings or pre-meetings may need to be considered.
- At this time with the Bill being developed it was essential that RAUC(S) was available to consider any issues which were raised.
- The possibility of JAG UK assisting with a Co-Chair may need to be considered.
- All R.As were asked to consider the situation and if possible come forward with a volunteer.

Action – R.As

b. Inspection Fees

The following comments were made: -

- A.R. and S.H. were meeting to finalise the discussion on the spread sheet calculation.
- On the basis of the work which was completed it appeared that the Fee would not change from the current rate.
- The proposal would be submitted to the next meeting.

c. Fees and Amounts

No issues raised under this Item.

d. Quality Plans

Comment was made on the Quality Plans as follows: -

- The Telecom Organisations were aware of their problems and were now focusing on improvement. Two joint meetings had been held so far and another was planned.
- The Quality Plans should be developed to show performance with falling standards as well as improvement i.e. coring should increase and decrease for a Contractor depending on the performance recorded.
- The Committee noted that Vodafone had submitted their first package of data to VAULT.
- J.C. and A.R. met and agreed with E.M. that the governance of the Quality Plans would rest with the Commissioner and RAUC(S).

e. SROR

The Working Group has not yet met but the plan is to make contact with the Members and set up the first meeting. Further comment were made as follows:-

- The remit of the group needed to be agreed.
- The review needed to look at the document as a whole.

f. Inspections

The Inspections Working Group has not yet met.

g. Co-ordination

The Co-ordination Working Group has not yet met.

The Committee noted that a R.A. Co-Chair is still required.

h. Working Group Recruitment

The updated Schedule had been circulated. The Secretary will circulate a revised Schedule to reflect the changes made over the period of the last round of meetings. Comment was made as follows:-

- Tony Black had agreed to be the R.A. Co-Chair on the SROR Working Group. The Committee noted that K.Q had replaced Andy Dean in 2016 and was co-chair and representative on the SROH group until she went on maternity leave. South Lanarkshire has indicated that they would want to retain the membership of the SROR and will nominate a member in due course.
- A revised Schedule would be produced and circulated with the addition of the email addresses. **Action – A.R. / Secretary**
- The Co-Chairs must contact each other and have the Groups set up and the discussions driven forward. **Action – Co-Chairs**
- The Community needs to be involved and help in the support of the Groups.
- Whilst noting the top down approach being taken in England by the DfT to procure Street Manager (English Street Works Register), it was acknowledged that the current model of community involvement in Scotland continues to work well, albeit slowly at times.
- There was a need for new members to come forward to take up the work of the Community.

5. Area RAUC(s) Action Reports

a. NoSRAUC Area

Payment for Sample Inspections: -

- Highland Council had encountered problems with the invoices for Sample Inspections not being paid by some S.U.s. Vodafone had paid their outstanding account since the meeting. One of the two outstanding to SGN had been paid but SSE still needed to pay. SSE queried whether or not a Purchase Order had been issued to Highland. This would be checked.
Action – A.MacL.

Payment of F.P.Ns

- Highland Council had encountered problems with getting F.P.Ns paid.
- SSE staffing had changed resulting in the agreement previously made being ignored. Various staff had been involved but none of them had taken the matter forward. Z.L. and A.MacL. should get together and review the problem. **Action – A.MacL. / Z.L.**
- There were also problems with Openreach and SGN which need to be resolved.

b. South East Area RAUC

The Use of Cone and Rope Barriers in Urban Areas: -

- Edinburgh City Council raised the problem of these barriers being used in the City which was not in accordance with the Red Book. This type of barrier was a danger to pedestrians especially if they were partially sighted.
- K.S. had considered that matter and in his view it was not an issue.
- The Committee agreed that this barrier could be used within the site as a safety zone limit but required the correct barriers on the outside.
- This matter had been discussed at the area meeting and it was thought to have been resolved but it had continued.

- It only appeared to affect Edinburgh at present but the other R.As indicated that it would not be acceptable in their areas.
- Scottish Water were asked to review the problem and respond to S.H. **Action – K.S.**

Cable Pulling

- Edinburgh City Council raised the problem of cable pulling in urban areas with no safety protection for the public. The cables were laid out along the footway with in some cases loops then pulled into the ducts. There were no safety barriers or other safety measures in place.
- While these works did not require Noticing there was still a need for the work to be carried out safely.
- This problem may be in some part due to the work being dealt with by a different part of the organisation from the civils work and the staff may not be fully aware of the requirements. This would be reviewed. **Action – S.U.s.**

Site Operatives Fluent in English

- There had also been a problem with a squad with no English speaking representative on site. This was not acceptable and each site required at least one person with fluent English and they should be accredited.

c. South West Area RAUC

The meeting was cancelled due to the severe weather warnings (level red) which had been issued.

d. TayForth Area RAUC

No issues remitted to this meeting.

e. WOS Area RAUC

Issues raised dealt with earlier in this meeting.

6. RAUC(s) Business

a. Environmental Recycling

No issues raised at this meeting.

b. Safety – Issues for Consideration

Safety issues raised under other previous items.

c. Improvement Notices

The previously circulated schedule had been updated and was taken as read.

d. FPN Hearings

No new Hearings reported.

e. Remits from SRWR Steering Group

The following issues were raised: -

- A data cleanse of the Register was being carried out by Symology to archive notices etc which were lying in the system with no action against them.
- All should ensure that their To Do List is kept up to date at all times with no Notices left with no action. **Action – All.**
- This was an ideal time to carry out internal clean ups of data prior to the rollout of the revised Register on 1st April.
- Scottish Water reported that they were in dissuasion with Symology about Notices, which were still live, but had been archived.

7. HAUC (UK) and Associated Sub Group Reports

a. Report

The minutes of the HAUC UK meeting held on 17th January in Belfast were taken as read.

The governance of Committee was reviewed along with the need for time lines on projects to ensure that deadlines were kept.

An App was being developed to assist operatives to provide the correct signing, guarding and lighting for a site in accordance with the red book. A demonstration of the App will be made to the next RAUC(S) meeting if it is a suitable stage. **Action – D.C. / Secretary**

ai. Convention Update

A reminder was given of the 2018 Convention which will be held in Manchester at the Emirates Old Trafford on the 17th May 2018. An appeal was repeated for more Scottish Representatives to attend.

aii. The Street Manager Project

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

The system will include information on the road condition, the road traffic flows etc. The system will be cloud based. All Organisations (R.As and S.Us) will require to record works and the Register will provide a full history of the works.

The Commissioner asked for the Scottish Community to be included in the process as the development progressed. It was possible that come the end of the new Contract, if the system was better than the existing Register in Scotland, it could be adopted as the replacement. While the new version of the Register (Aurora) which will be rolled out in about 2 years is a big step forward all options need to be looked at.

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

Consultants have been appointed to review the SROH with a planned completion and roll out in 2019. The S.Us and R.As will be consulted as part of the process but the contract is with DfT who will publish it at the end of the process.

It will provide for increased innovation and as part of that aim Appendix 9 will be reviewed.

The Committee agreed that the Scottish Community should be involved in the rewrite. The final document may be suitable for use in Scotland with some Scottification or at least it could be used as a foundation for the development of a new Scottish Code.

It was noted that Alan Rainford was on the Working Groups for both the SROH and the SROR which will have benefits.

The review of the SROR can begin as soon as the Working Group is called together.

The Committee noted that George Wells had been the R.A. representative on the SROH W.G. but he had now left South Lanarkshire. The Commissioner / M.P. will consider if K.Q. should replace George. Enquiries will be made to find out if Alan Deans would want to be involved. Expertise is short in supply so all suitable resources should be tapped.

b. HAUC (UK) Advice Notes

Advice Notes were discussed as follows: -

bi) Street Works Inspections (Coring)

The Committee agreed that this document should be published on the Commissioner's web site as a HAUC UK document which could provide information for use in Scotland.

c. Training and Accreditation

The previously circulated paper was taken as read.

d. Diversionary Works

No issues were raised.

e. Reinstatements

Note comment in Item No. 4e above.

f. Safety at Road Works

No issues were raised.

g. Records

No issues raised.

h. Representation on HAUC UK Sub Groups

A S.U. Representative is required for the Training and Accreditation Working Group. **Action – A.R.**

8. Standing Reports

a. The Scottish Road Works Commissioner's Report

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

- The Commissioner's News Letter will be issued by the end of the week.
- A Direction will be issued to all indicating that contact details must not be provided in the free text fields in the Notices. The instruction is issued to cover the requirements of the General Data Protection Regulation (GDPR).

- An email had been sent out by I.R. asking for the Organisations contact details to be checked and revised as necessary. To date only about 50% have responded. A plea was made to respond if not already actioned.
- K.Q. is covering J.D's maternity leave in the Commissioner's Office.
- Claire Gardiner is seconded to Transport Scotland to cover for Susan Ewart who has retired.
- The Interim Performance Reports had been issued to give guidance to Organisations on how their performance is progressing since the full Reports issued previously. There is not a requirement to make a formal response to these reports.
- A Section 118 Penalty of £5500 had been issued to North Lanarkshire for poor signing guarding and lighting.
- As recorded above penalties had been issued to 5 Telecom Organisations for poor performance recorded in the Coring Programme.
- The Press Release had been agreed for the Coring Programme.
- The Annual Report had been drafted and was in the final stages of processing prior to publication. It will be published on the web site.
- Tim Masters is continuing the programme of lightweight deflectometer testing. Thanks was recorded to Scottish Water and SGN for providing suitable sites. All should provide sites when available.
- Work is progressing on the drafting of the Transport Bill although no information is available at this time.
- A reminder was given that a response to the OSRWC must be made to indicate steps being taken to improve red performance indicators on the dash board.
- The Commissioner wished J.D. well on her maternity leave and welcomed K.Q. to his staff.

b. Policy Development Group

The Items discussed at PDG have been covered in the Minutes of the Items above. There was some discussion on the Bill in an effort to achieve agreement on both sides further down the line.

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 progress on the Tender roll out is on track.
- SAT will tested the system on 26th February.
- The mobile app for recording actual start and works closed is now in the alpha phase of testing.
- There have been good responses to the draft App from the S.U.s and they are already asking for live reinstatement data input to be available.
- Clare Gordon (Scotland Transerv) is now the Chair of SAT replacing Brian Wilson (Scottish Borders) who had been the Chair for a number of years. Thanks were recorded to Brian for all his input and to Clare for taking over the Chair. Brian will continue as a SAT member.
- The User Forums are ongoing. If a place is required please contact I.R.
- The invoices for the Fees will be issued for 1st April. All fees must be paid within the 40 day period i.e. by 31st May.
- The VAULT and Gazetteer upload reports were taken as read.
- New URLs are being introduced for the SRWR are as follows: -

Old	New
https://srwr.symology.net	https://live.srwr.scot
https://srwrtest.symology.net	https://test.srwr.scot
https://srwrnsg.symology.net	https://nsg.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>

The existing URLs will operate until the end of September 2018.

All Organisations should check that their IT systems and interfaces will accommodate the new URLs. **Action - All**

cii) Gazetteer Upload Report and the Highlight Report

The previously circulated reports were taken as read.

d. SCOTS Report

Since J.C. had not been able to attend the last SCOTS meeting there was no report.

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.

b. Issue Raised form the Dudee Local RAUC

Dundee Council had indicated that from 1st April the charges for TTROs would rise to £1000 / day for short duration and £2000 / day for longer duration. The S.U.s considered that these rates were too high. The Fees should be reasonable and justifiable.

As these rates were decided by the Council in Dundee the S.U.s would require to raise their concerns directly with the Council.

M.P. indicated that he had a list of all the fees charged by the various Councils in Scotland and he would distribute it. **Action – M.P.**

The fees charged by Councils were their own responsibility.

c. Jim Cowan Retiral

The Committee noted that this was Jim's last meeting prior to retiring. On behalf of the Community J.C. thanked Jim for his input and wished him a long and happy retirement. Jim thanked all for their kind wishes.

d. Jim Clegg Retiral

The Committee noted that this was Jim's last meeting prior to retiring. On behalf of the Community A.R. thanked Jim for his input to the Community on various Committees over the years and wished him a long and happy retirement. Jim thanked all for their kind wishes.

David Capon on behalf of JAG UK presented Jim with a certificate to mark his retiral and his service to the Community.

e. Vodafone Improvement Process

K.D. thanked F.McI. for her help in providing input to the Vodafone improvement process.

10. Dates of Next Meetings:

**AGENDA MEETING (Room B7,
Saughton House, Edinburgh)**

**RAUC(s) Meeting (The Dome, New Register
House, West Register Street, Edinburgh EH1
3YT)**

**SJUG Meeting (Meeting Room 1, New Registers
House, Edinburgh, EH1 3YT)**

Wednesday 23rd May 2018

Wednesday 6th June 2018

Future Meeting Dates:-

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

RAUC(S)
Meetings (Venue see Below)

Wednesday 15th August 2018

Wednesday 5th September 2018

Wednesday 21st November 2018

Wednesday 5th December 2018

RAUC(S) Agenda Setting Meetings Venue for September / December Meetings will return to **Dean of Guild Waiting Room, Edinburgh City Chamber, High Street, Edinburgh**

RAUC(S) Meeting Venue for the September / December meetings will return to the **Edinburgh City Chambers, High Street, Edinburgh**

The meeting Closed at 14.45