



## Notes of Meeting

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

**Place of** Meeting held on MS TEAMS

**Date:** Wednesday 24<sup>th</sup> June 2020

**Present: -**

<b>Martin Polland (R.A. Co-Chair)</b>		<b>M.P.</b>	<b>Transport Scotland</b>
<b>Jim Forbes (S.U. Co-Chair)</b>		<b>J.F.</b>	<b>CityFibre</b>
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
David Carter	D.C.		South Lanarkshire Council
Gavin Cook	G.C.		East Renfrewshire Council
Gerry Cullen	G.C.		Traffic Scotland
Karyn Davidson	K.D.		Vodafone
Tommy Deans	T.D.		BEAR Scotland
Stephen Finch	S.F.		Openreach
Darren Grant	D.G.		SSEN
Jane Dunlop	J.D.		O.S.R.W.C.
Julie Greig	J.G.		SGN
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
Alan Heatley	A.H.		Midlothian Council
John Henderson	J.H.		Scottish Borders Council
Ewan Hogg	E.H.		Falkirk Council
Liz Jack	L.J.		Transport Scotland
Rob James	R.J.		Network Rail
Ian Jones	I.J.		Fife Council
Fiona McInnes	F.McI.		Scottish Water
Andrew Matheson	A.M.		Virgin Media
Robin Pope	R.P.		Highland Council
Kat Quane	K.Q.		Transport Scotland
Iain Ross	I.R.		O.S.R.W.C.
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
Stuart Watson	S.W.		Argyll and Bute

**In Attendance: -**

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

Owen Harte	O.H.	Virgin Media
Craig McQueen	C.McQ.	Scottish Water
Alex Rae	A.R.	SGN
Mike Unsworth	M.U.	Openreach

### **1. Introduction and Apologies**

Martin Polland welcomed everyone to the Meeting. He also welcomed Jim Forbes as the new S.U. Co-Chair replacing Alex Rae who has stood down having completed his two-year tenure.

Martin on behalf of the Community thanked Alex for his service over the past two years.

The apologies were noted as above.

### **2. Minutes of Meeting of 4<sup>th</sup> March 2020**

#### **a. Accuracy**

The Minutes of the previous meeting held on 4<sup>th</sup> March 2020 were agreed as read.

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

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

### **3. Presentation – No Presentation**

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

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

The Committee noted that: -

- The final report will be available for approval and publishing week commencing 29<sup>th</sup> June.
- The Appendices A and B and the results on the Register have all been collated and matched. The collation of the results had proved difficult but had finally been achieved with the help of the Lead Authorities.
- The provisional results are as follows: -
  - National Result – 88%
  - NoSRAUC – 90%
  - S.E. Area – 79%
  - SW Area – 90%
  - TayForth Area - 91%
  - WoS Area – 90%
- The meeting recorded its appreciation to the Working Group and all who had worked on the programme.
- The Final Report will be presented to the RAUC(S) Co-Chairs to be signed off and passed to the O.S.R.W.C. for publication.
- The results can be used as they are all agreed and will not change.

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

The Committee noted that: -

- The Working Group will meet again on 8<sup>th</sup> July to consider the matter.
- J.G. is drafting some flow charts for consideration.
- Thanks were recorded for the work of the Group.

### **c. Working Group Recruitment**

The updated Schedule had been circulated to this meeting.

M.P. has asked, via SCOTS Executive, for representatives to be provided for the SROR Working group. One confirmed member, as of meeting today, is Colin Heggie (Perth and Kinross Council).

Comment is awaited from the Commissioner on the development of the Quality Plans but meanwhile the work being carried out by the S.U.s has been on hold during the Covid 19 lock down.

## **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. Openreach do not consider this problem to be resolved and are requesting early discussion.
- The online meeting on MS TEAMS went well and set the scene for meetings in the future. A meeting of the Area Chairs was also held to discuss online meetings and gave the opportunity to learn from each other.
- Safety Bulletins are continuing to be circulated.
- An update from K.Q. on the Transport (Scotland) Act 2019 was appreciated.

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

F.McI. provided the following report: -

- 40 Members attended the meeting on MS TEAMS.
- A reminder was issued to all Organisations, with performance falling into the red category, of the need to send a comment to the O.S.R.W.C.
- All Organisations should have been indicating that the works were being carried out under the Covid 19 conditions.
- West Lothian and Edinburgh Councils had held their Coordination meetings online.
- Signing had been provided for sites indicating that the works were being carried out in line with the Covid 19 regulations and advice with social distancing etc.

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

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

- The SW Area meeting will be held on Wednesday 1<sup>st</sup> July 2020.
- No Local meetings have been held.
- All meetings will be held back on the original diary dates.

#### d. TayForth Area RAUC

Items discussed at the meeting were summarised as follows: -

- Julie thanked Tommy Deans for his assistance with setting up the TEAMS meetings.
- The work was continuing on the National Coring Programme report and it was noted that Local / Internal Coring Programmes were suspended at present.
- Thanks to K.Q. for her update on the Transport (Scotland) Act 2019 commencement and on Covid 19 issues.
- The revised date for the HAUC UK Convention is 20<sup>th</sup> May 2021.
- John O'Neill (Dundee City) has taken over the TayForth Area RAUC Chair.
- The increase of performance in red was noted.
- Working within the constraints of Covid 19 were discussed with photographs of suitable temporary advance signing being circulated.
- The need for the Local meetings was noted and these will be arranged.

Julie noted that as far as she was aware all quarries were now back in production. If any Member had information to the contrary, they should contact Julie. M.P. thanked J.G. and K.Q. for keeping the Community updated on the quarry availability.

*Post Meeting Note: - The SRWC has confirmed that reinstatements carried out between the 24 March 2020 and 24 June 2020 may have materials which vary from the SROR, but which are in accord with guidance issued during the Covid-19 pandemic. When inspecting or coring registered reinstatements from this period, subject to materials meeting the required structural integrity, RAs should acknowledge that certain materials were unavailable during the Covid 19 crisis. For example, where Hot Rolled Asphalt has been used in lieu of Stone Mastic Asphalt and has been laid to specification, it should left insitu.*

#### e. WOS Area RAUC

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

### 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.

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

#### a. Report

Active travel is being used in England and Wales to reduce the impact of the car and encourage the use of cycling, walking and public transport. Currently in England there has been emergency legislation to help with the back to work process and help maintain social distance by the use of sections of highways to widen the use of cycling and walking by creating cycle lanes etc in urban areas.

Temporary Traffic Orders had been a problem with staff working from home and a pragmatic approach had been required to have the Orders issued as quickly as possible.

The SROH was published but will not be active until May 2021.

The HAUC App will have a soft launch with a group of 40 asked to trial it. The Scottish Community input would be valued so one or two volunteers would be welcome.

The HAUC UK web site is to be redesigned.

Streetworks Manager is to be rolled out on 1<sup>st</sup> July but there may be some initial problems.

Consideration is being given to working when lock down is fully eased and the operation can go back to normal.

It is anticipated that meetings will be held online in future as they had been a reasonable success. The view is that 1 meeting in 4 will be a face to face meeting.

## **8. Standing Reports**

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

J.D. indicated that she would comment as follows from the Newsletter which would be issued on the 25<sup>th</sup> June: -

- There have been a number of guidance documents and links on working with Covid 19 lock down provided via the SRWC web site. A number of the documents are now superseded so all should be aware and refer to the web site for the most up to date information. If the updates have not been received contact should be made with Jane Dunlop at the Commissioner's Office.
- On works which have been interrupted due to Covid 19 the Notices issued for the restarts should refer to Covid 19 in order that the spikes in performance can be mitigated.
- The three penalties issued earlier in the year were paid. The 4<sup>th</sup> penalty which was on hold has been cancelled but the performance will be monitored.
- The results of the National Coring Programme will be reviewed and if required penalties will be considered.
- The Transport (Scotland) Act 2019 seminar was cancelled due to the lock down and consideration is being given to holding it on a revised date. Information will be given on holding the meeting in due course.
- Fees and Amounts – There are 4 Organisations who have not paid the Fees. They have been contacted and payment is awaited.
- Spaces for People – Councils are considering providing Spaces for People in cities and towns to allow for distancing in shopping / commercial areas. This should be recorded on the Register as non-works disruptions with indicative dates.

### **aii. Performance (Dashboard)**

- There has been a rise in the number of Organisations / Categories which are in the red band.
- All Organisations with red categorised performance should send in their comments to the Commissioner's Office.

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

K.Q. updated the meeting as follows: -

The previously circulated paper was taken as read but it was noted that the information on working during the lockdown had changed and was continuing to change. Up to date instructions can be viewed on the Commissioners Web Site.

To a large extent road works can proceed as normal but distancing must be accommodated and observed. There is unlikely to be further detailed road work guidance notes issued.

The publication of the Commencement Schedule and the Guide to the Act have been delayed and the best indication is that they will be issued in about 3 to 4 months.

The testing facilities were increased and Organisations were asked to make a return to K.Q. on the schedule provided with the paper. Simple information is requested e.g. number of Supervisors and other categories tested.

The Commissioner retires in September 2020 and the advert for the Commissioner's post has been circulated. The job advert can be found on the Transport Scotland web site.

### **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 SRWR Bulletin were taken as read with the following comments: -

- The SAT had been system testing and assisting Symology with problem checking. At their next meeting the Team will start reviewing Change Requests and progressing the normal work schedule.
- The SDTF Version 4 will now not be introduced until 1<sup>st</sup> February 2021.
- The Duration Charges facility in the Register has been removed as it is not required by legislation / codes etc in Scotland. If there is a problem with a site a note should be appended to the Notice.
- The Apps have been revised to match the new Register version. They will close down on at end of the working day on the 10<sup>th</sup> July and will open in their new version at the start of the working day on the 13<sup>th</sup> July. All notices, inspections etc should be downloaded on or before the 10<sup>th</sup> or the data will be lost. Information will be issued to the App Users to advise them on the required actions.
- Staff working from home may find the new Register slow. This may be caused by using a VPN and a possible solution is to go directly on line on the web but this would not go via the Organisations IT Network and may not be permitted. If this problem is affecting an organisation Symology will review the way it is operating and may be able to give some advice. Older PCs and Laptops may also affect the speed of operation.

J.F. reported that they had this problem and following discussion with Symology it was rectified. All should consider ensuring they are on the most up to date version of Chrome, Edge, Fire Fox etc. Internet Explorer may be closed down sooner than later.

At this point in the meeting The Chair welcomed Mike Bartlett from Symology and asked him to give his verbal update on the roll out of the new version of the SRWR.

M.B. Gave the following report: -

- The new version of the Register is now ready to be rolled out to the Community on 13<sup>th</sup> July and the Support Desk will be available to deal with problems which may arise.
- Thanks to all Organisations who have assisted with testing.
- The Apps have been revised to work with the new Register. They will be available during the week ending Friday 10<sup>th</sup> July as they will not operate on the existing version of the Register.

All data awaiting download should be dealt with before 17.00 on the 10<sup>th</sup> or it will be lost. The revised App will be operational after 08.00 on Monday 13<sup>th</sup>.

- Laptops and PCs require a reasonable specification to operate the new Register.
- Connections to the Register via the Organisations IT system using VPNs may in some cases result in slow running. This can be tested on the Trial site at present and if the problem exists it can be discussed with Symology who will check it out.
- The Support Phone Desk will be available for a period from the 13<sup>th</sup> July to deal with issues / queries. Phone contact should be kept to a minimum e.g. emergencies, no operation etc with general queries being sent in via email. Password reset can now be dealt with on line within the system.
- All Operators should have completed or be completing their training. It is recommended that on completion of the training the operator practices on the trial site to gain experience with what they have learned. The Commissioner agreed that this was strongly recommended.
- Feedback from SAT and others has been favourable.
- A Knowledge Base facility is available to provide extra advice, guidance, FAQs, terminology etc. It is available via the Community Portal. As operational items are discussed they may be added to the Base where considered valuable.
- Report Fields have been reviewed and replaced or removed but they still should provide the required service.
- The updating of the Apps can be carried out over the weekend 10<sup>th</sup> to 13<sup>th</sup> July.
- J.G. indicated that her Reports which SGN used could not be accommodated in the new Register as they required more column width than was now available. She was asked to review her reports and see if they could be accommodated but in the mean time she would send a copy of a report to M.B. to review. **Action – J.G. / M.B.**
- F.McI. indicated that she was concerned that information will not be available in the new version. M.B. responded that Length, width and depth of reinstatements would all be included but if there were concerns, they should be emailed to him.
- The data recorded on the trial site was not complete as it was only a sample taken from the existing Register.
- There was some concern expressed by some Operators in Aberdeenshire and a request was made for a step by step guide to be produced. M.B. responded that it would be difficult to produce a comprehensive guide and the training modules would always be available to review to solve a problem and there was Knowledge Base to refer to. Team Leaders may be able to help colleagues and if necessary, produce a crib sheet to pass round and there is the help desk if stuck. If there was an issue which did not appear to be covered in the existing training consideration could be given to a revision.
- K.H. was worried about getting staff who were on other Council duties in the Council due to Covid 19. It would be difficult to have all his Operators training and up to speed.
- Although the system was changed with new pages, terminology, and operation the Register was still based on the same Regulations, Codes and Advice notes so should be reasonably easy to convert to.

The Chair thanked M.B. for his input to the meeting.

#### **cii) Vault Update**

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

#### **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.

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

**a. Consents for Works in the Roads by Third Parties**

The proposed sentence is being used in Aberdeenshire following concern that working during the Lockdown may not meet the relevant guidance. The Third party must realise it is their responsibility to decide if the work should be promoted at this time and ensure it is carried out correctly with distancing for Operatives and the public. They should also know that they must stop works where require.

The sentence will be revised to add guidance after restrictions. **Action – D.J.**

**b. Comments from The Commissioner**

The Commissioner indicated that the works being carried out weekly by the Organisations had been monitored since the lockdown commenced. The work pattern following a sudden drop had changed as follows: -

R.As – from a general low volume of works there was now a spread of the level of startup across the Country.

Scottish Water and SGN had dropped down to about 20% but there was a move back to normal working.

Telecoms had not dropped down as far as other groupings and the trend was indicating a back to normal working.

**c. RAUC(S) S.U. Co-Chair**

M.P. on behalf of the Community thanked Alex Rae for all his input as the S.U. Co-chair over the last 2 years.

J.F. has now taken over the S.U. Co-Chair and M.P. looked forward to working with him.

**10. Dates of Next Meetings:**

**AGENDA MEETING**

**RAUC(s) Meeting**

**Wednesday 19<sup>th</sup> August 2020**

**Wednesday 2<sup>nd</sup> September 2020**

**The Venues for the two meetings will be MS TEAMS.**

**Future Meeting Dates: - (Provisional Venues)**

**RAUC(s) Agenda**

**RAUC(S)**

**Setting Meetings (Venue MS TEAMS)**

**Meetings (Venue MS Teams)**

**Wednesday 18<sup>th</sup> November 2020**

**Wednesday 2<sup>nd</sup> December 2020**

The meeting Closed at 11.50