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**Item No. 2a**



**Notes of Meeting**

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

**Place of The Business Centre, Edinburgh City Council, City Chambers, High Meeting: Street, Edinburgh.**

**Date: Wednesday, 6th December 2017**

**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

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

Gavin Cook G.C. East Renfrewshire Council

Jim Cowan J.Co. SGN

Jane Dunlop J.D. Office of the Scottish Road Works Commissioner

Stephen Finch S.F. Openreach

Ian Fleming I.F. Scottish Power Energy Networks

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

Lindsay Henderson L.H. Office of the Scottish Road Works Commissioner

Robin Jacobs R.Ja. Transport Scotland

Robert James R.J. Network Rail

Ian Jones I.J. Fife Council

Lorraine Jones L.J. Scottish Power Energy Networks

Zoey Leach Z.L. SSE

Fiona McInnes F.McI. Scottish Water

Andrew Matheson A.M. Virgin Media

Gary Neill G.N. Falkirk Council

Martin Polland M.P. South Lanarkshire Council

Robin Pope R.P. Highland Council

Iain Ross I.R. 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

Scott Walker S.W. Clackmannanshire Council

Mark Wrightson M.W. Openreach

**In Attendance:**

George Borthwick G.B. RAUC(S) Secretary

**Apologies:**

Karyn Davidson K.D. Vodafone

**Apologies Continued:**

Owen Harte O.H. Virgin Media

Crawford Lindsay C.L. South Lanarkshire Council

Caroline McAdam C.McA. Network Rail

Robert Mackay R.Mack. East Renfrewshire Council

Katrina Quane K.Q. South Lanarkshire Council

Fraser Smith F.S. Argyll and Bute

Elaine Stewart E.S. 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 6th September 2017**

**a. Accuracy**

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

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

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

6th August 2017

Item No. 6b – Manhole Skid Resistance and Siting on Bends

The Committee discussed this issue with the following comment: -

* The problem appeared to relate to where a manhole was sited on bends with the main issue being the danger to cyclists / motor cyclists on their wheel track.
* At present there was no legislation which would prevent the cover and frame being placed in the road on the wheel track.
* The information provided generally did not indicate the location of the manholes.
* The decision was to refer this matter to the SROR Working Group and to SCOTS. **Action – Co-Chairs / M.P.**

**3. Presentation – Training and Accreditation – Street Works Qualifications for Supervisors and Operatives**

David Regan introduced the presentation on the training course being developed for HAUC UK / DfT. The presentation was split into two sessions with Robin Pelling dealing with the first and Hugh Randall dealing with the second.

HAUC (UK) produced a discussion document looking at several associated items related to current NRSWA training and accreditation resulting in several agreed deliverables under the ownership of the HAUC(UK) Training and Accreditation (TAG) Working Group and supported by the DfT :-

The Project will review and reissue of the Training and Assessment Governance Documents and the Development of two HAUC(UK) backed qualifications. They are “Inspection of Street Works – Safety and Compliance” and “NRSWA Awareness and Technical Administration Award”

The following areas are under a review by Robin Pelling in conjunction with HAUC Training and Accreditation Group to ensure that the existing qualifications are fit for purpose against the latest codes of practice and associated guidance documents.

* Write/update the Awarding Organisation Assessment Strategy and Centre Guidance
* Review of the current occupational standards for assessment
* Write Operative and Supervisor new question banks to be used for initial assessment (all multiple choice)
* Review the reassessment examination multiple choice question papers – Allowances for devolved Codes of Practice
* Update the current assessment recording materials and supporting documents
* Set out Assessor: learner ratios and expected durations for assessment within the assessment strategy
* It is hoped to have this work completed by February for issuing to the Awarding Organisations (HAUC may require independent check?)

The Training is directed at those who inspect (or audit) street works on behalf of Highway (or Roads) Authorities, Statutory Undertakers, their Contractors and Q.A. Organisations

The main aims and objective of this qualification and the process would be to support improvements to the safety, quality and compliance of street works by ensuring that those who inspect or audit street works do so in a consistent and constructive manner.

The HAUC(UK) TAG Working Group agreed way forward:-

* Develop and deliver a 3 day course resulting in a credible and recognised qualification
* Completing these certificates will result in the award of a Street Works Inspection Certificate (and possible addition to the existing NRSWA Card)
* Certificates will remain valid for 5 years – re assessment will be required (probably 1 day)
* An annual eLearning process will be proposed to ensure competence is maintained

The course will cover the following subject areas: -

* Street Works Safety, Quality and Compliance as relates to excavation and reinstatement – in all cases this will cover ongoing and completed activities.
* Street Works Safety, Quality and Compliance as relates to signing and guarding of ongoing works
* Permit (or Notice) Compliance as assessed at site level (i.e. during onsite inspections)
* The management of disputes without undue escalations, unnecessary conflict or unprofessional disagreements.
* This course will be will be classroom based and will culminate in a 30 question paper with a required 80% pass mark. A credit will be recorded for a 85 % pass mark and a distinction will be recorded for a 95% pass rate.

**Expected Timescales**

* By end Jan 2017– Develop outline of qualification and undertake formal industry consultation to gauge likely uptake.
* End 1st Quarter 2018 – undertake initial pilot course
* 2nd quarter 2018 – Introduction of qualification with full Awarding Board support.

**Hugh Randall gave a short presentation as follows: - “NRSWA Awareness and Technical Administration Awards”**

**WHERE? -** England and Wales/Scotland/Northern Ireland being considered and 3 Outline Specifications developed

**HOW? - HAUC Owned and updated - Two Potential Levels**

1. Awareness – Fines, Risks, Charges, Responsibilities (1-2 Days)
2. Detailed Planning, EToN, SRWR/NISRANS (add 2-3 days)

**WHO? - Suitable for the following groups:**

Operations Managers, Planners, Agents, Supervisors, Street/Roadworks Support Teams, Authority Promoters, Streetworks/Permit Managers, Authority Co-ordinators, Utility Contractors Managers, Supervisors and Support

**WHEN? -** The Hauc Consultation should be completed by the End of 2017with a test roll-out in mid 2018.

In Scotland: -

The Award would be scoped out with Early consultation with Symology and a proposal made ready to share with RAUC potentially via workshop.

The information collected already: -

There is an existing SRWR training provision (via Symology) These Courses could be integrated into the HAUC UK course.

There are currently 2163 active users 2163 (10421 active and disabled) and current active Nisrans 424 users.

The meeting agreed that a workshop would be a good way to get the comment from the Scottish Community. If in the meantime there are any comments or queries about the proposed training courses they should be directed to David, Robin or Hugh.

The Chair thanked David, Robin and Hugh for their presentation.

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

**a. National Coring Programme**

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

* The recommendation was made that a coring programme should be held in 2019 based on the reinstatements carried out between 1st April 2018 and 31st March 2019.
* The S.Us did not consider that another programme was required as the Quality Plans would be introduced which would deal with the performance in the future.
* The Telecoms Industry indicated that they would be prepared to help in the drafting of the quality plans.
* The Commissioner was in favour of another programme to set a benchmark for future performance. The quality plans could be up to 4 years away and as the performance in some sectors was poor a programme was needed as an interim control.
* The Commissioner would assist in the discussions on how the programme would be carried out to ensure the programme dates could be achieved with the staff resources available in both the R.A and S.U. sectors.
* There was a view that the development of the Quality plans should begin as soon as possible so that they could be introduced.
* S.Us should be coring their own sites with the testing carried out in accordance with Advice Note No. 3. S.Us should be ensuring that the reinstatement provided by the Contractor is meeting the required specification.
* The recommendation was made that one national coring contract be used and the individual R.As should run the coring in their own area. The S.U. core results could be used where the sites were chosen from the Random sample generated by the Register.
* The possibility of a dedicated staff resource in the O.S.R.W.C. to drive and monitor the programme was tabled but this would need to be funded.
* The Telecom Organisations had met and commented that: -
* it was not a problem caused by one specific Contractor.
* It was also a problem across all road types.
* Extra depth was not an issue.
* Reinstatements which were previously left as temporary appeared to be a problem The Commissioner asked for more information on this matter.
* There had been initial talks with Scottish Water about their Coring Regime and there was a possibility of a joint coring programme with Scottish Water.
* The Advice Note should be reviewed to ensure that it is fit for the next programme.
* The Commissioners indicated that he is considering what action will be taken against the poor performers in this programme. Fines will be issued.
* The Commissioner would not issue an Improvement Plan as this was the responsibility of the Individual R.As to issue and manage. **Action – R.As**
* The Co-Chairs were asked to prepare a press release. This would be discussed with the Commissioner. Once agreed the Press Release will be posted on the Web Site. A**ction – Co-Chairs**
* Transport Scotland would be included in the next programme and the Island Councils would be invited to be involved. **Action – Commissioner**
* Th Community was aware of the shortage of satisfactory Squads for the current work load and there were other civil contracts with higher salaries which are attracting the work force away from the S.U. programmes.
* The Committee recorded their thanks to all who had worked on the programme.
* The Committee agreed that another programme should be progressed. **Action – Coring Working Group**

**b. Inspection Fees**

The following comments were made: -

* The Working Group have agreed a standard overhead mark up to be used in the calculations.
* The initial calculations indicate that there will be little change in the Fees.
* Some R.As had submitted data indicating a 1 to 2 minute inspection.
* Further information will be issued in due course.

**c. Fees and Amounts**

# **This Item is ongoing.**

# All were asked to note The Scottish Road Works Register (Prescribed Fees) (Amendment) Regulations 2017 – Consultation which closes on 15th December 2017. All should respond to the Consultation.

# **The Fees and Amounts will be reduced for the 2018 / 19 year.**

# **d. Quality Plans**

# **J.C. commented on the Quality Plans as follows: -**

# **There was no feedback on the Quality Plans following the last RAUC(S) meeting.**

# **Ewan Milligan would meet with the Co-Chairs to discuss the framework for the governance of the Plans. The Commissioners Office will be involved in these discussions.**

# **While the agreed Quality Plans will be the minimum level of performance acceptable the user Organisations can add to the standards required.**

# **Clauses will be drafted early in 2018 and the Co-Chairs will report to the next meeting. Action – Co-Chairs**

# **e. SROR**

# **The Working Group has not yet met but the plan is to meet in January. The Working Groups still require a R.A. co-Chair.**

# **DfT has appointed a Consultant to revise the SROH with a planned completion by December 2018 or early in 2019.**

# **The new Specification will promote innovation and Appendix No 9 or its replacement will reflect this. The loss of the TRRL affects the development and discussion on new materials and innovation.**

# **The Islands need to be accommodated in the development of the Material Specifications with the use of a performance specification to take into consideration what materials can be manufactured.**

# **f. Inspections**

# **The Inspections Working Group has not yet met.**

# **The R.As asked for a review of the cost of defect inspections.** **Other issues from the preparation of the quality plans will require to be remitted to this Working Group.**

# **g. Co-ordination**

# **The Co-ordination Working Group has not yet met. Issues from the preparation of the quality plans will require to be remitted to this Working Group.**

1. 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.

J.C. indicated that he was retiring in the spring so there was a need to replace him on the Working Groups, and as Co-Chair of RAUC(S). Any R.A. Member who has an interest in being considered to be the Co-Chair should contact J.C.

If there are no Volunteers, it may be necessary to replace J.C. by drawing a name from the hat. The post includes attendance at the SRWR Steering Group, the PGD, HAUC UK and SCOTS on a regular basis and other meetings as required.

**5. Area RAUC(s) Action Reports**

1. NoSRAUC Area

No issues remitted to the meeting.

1. South East Area RAUC

No issues remitted to the meeting.

c. South West Area RAUC

No issues remitted to the meeting.

d. TayForth Area RAUC

No issues remitted to the meeting.

e. WOS Area RAUC

WoS raised the issue of how to deal with the problem of having carried out all the CAT A Inspections by the end of the second quarter. This resulted in the performance of an S.U. being set for the remainder of the year with no facility to monitor it.

The recommendation was to set a Quarterly limit to say 25% and Inspect on that basis. The Inspections Working Group would be asked to review this matter and consider a warning flag to reflect a quarterly limit. **Action – Inspections Working Group**

Defective Apparatus Inspections – There was concern raised about the staffing resource and cost of repeated inspections of Defects to ensure road safety. This would be remitted to the Inspections Working Group. **Action – Inspections Working Group**

The suggestion was made that a temporary repair be carried out and recharged and / or the defect was escalated to Emergency / Urgent.

The repeat inspections should be recorded, and a list submitted to the Local RAUC meetings with a copy to the O.S.R.W.C. The Register will produce this Report.

**6. RAUC(s) Business**

**a. Environmental Recycling**

# **Openreach indicted that they wanted to use Viatec cold lay material in reinstatements as permanent and in areas greater than 2 square metres..**

# **K.S. indicated that a meeting of the SROR Working Group would be called in the New Year and this matter could be added to the Agenda. Action – S.R.O.R. Working Group**

# **Openreach was advised to use the material by agreement with R.As in a Trial Programme via the Register and at the end a decision could be made on future use.**

# **Transport Scotland indicated that they use this material for road defect repairs.**

# **Comment was made that there were other products which should be included in any trial. There is no base course version of this material so that would have to be considered in the decision on the reinstatement specification.**

**b. Safety – Issues for Consideration**

Manhole Covers – Skid Resistance

This Item is ongoing awaiting a report from K.S. **Action – K.S.**

**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**

# Prior to the new contract commencing there was a need for a Data Clean Up / Archive to be carried out. There had not been data cleanse since 2009. To maintain the progress on the development the archiving must be dealt with this week. In most cases this will not create a problem. The Committee agreed that I.R. / DJA would deal with this and arrange the best solution. **Action – I.R. / D.J.A.**

# There was a problem with the FPNs. Where there was a prompt for an FPN the Archive process would result in the FPN being issued. These FPN would not require payment. A paper would be issued to indicate to the R.As and S.Us how they should deal with these FPNs. **Action – I.R. / Secretary**

# The Process will not have a cost implication on R.As or S.Us and will not affect the performance reports.

# The archiving is being carried out in accordance with the legislation, codes and Advice Notes.

# There are a few hundred records affected across the Community.

# In addition to the above, the Notices will be archived. This will reduce the To Do Lists.

# **7. HAUC (UK) and Associated Sub Group Reports**

**a. Report**

The Committee noted that the next HAUC UK meeting will be held in January in Belfast.

**ai. Convention Update**

The 2018 Convention 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 especially as the Convention had been moved north to make it attractive to the north of England and Scotland.

**aii. The Street Manager Project**

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

The system will include information on the road condition, the road traffic flows etc.

There will be a need for a review and revision of the Co-ordination Code.

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.

**b. HAUC (UK) Advice Notes**

Advice Notes were discussed as follows: -

**bi. Draft National Guidance on Street Works and Archaeology**

DJA passed comments to D.C so the Item can now be closed. **Action - Secretary**

**bii. Specification and Operational Requirements for Footway Boards, Driveway Boards,
Footway Ramps and Road Plates**

This Advice Note is a supplement to the “Red Book” giving greater detail on specification etc.

The Advice Note was approved at HAUC UK and RAUC(S) approved it for use in Scotland. It will now be published on the Commissioner’s Web Site. **Action – O.S.R.W.C.**

**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**

The Committee noted that there was an apparent drop on performance on the standard of Traffic Management provision in England and Wales. Virgin Media came in for criticism for their performance in Scotland as well as south of the Border.

Concern was raised about squads being used with no English-speaking operatives. This was not accepted in England. There must be at least one operative who can speak English preferably the Supervisor.

**g. Records**

No issues raised.

**h. Representation on HAUC UK Sub Groups**

Gary Neill (Falkirk Council) agreed to take over Representation on the Safety at Roadworks Committee from Ian Cochrane who had stepped down from RAUC(S) due to work commitments within Angus Council. **Action - 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 Commissioner’s News Letter will be issued next week.
* Fees and Amounts – The previously circulated Draft matrix was taken as read. The Fees are down this year partly due to the new contract and secondly due to the use of the deferred income but will rise again next year to £850k plus.

All Should note that the fees accounts will not be chased up next year and all will be expected to ensure payment by the due date.

* The Performance Reviews – There are still three Organisations which have not responded to the request for information on how they intend to improve their performance.
* The Mid-year Performance Reviews will be issued soon to the Heads of Service. These are a guide to how the Organisations are performing at the midpoint and if they required improvement how their plan was progressing.
* The Dash Board Report is under review. If any Organisation has an issue with the data and what is recorded they should contact the Commissioner.

On the Works Awaiting Registration the problem for R.As especially is that works are lying at works clear and they need to be closed. The Help Desk will provide assistance with the tidy up of these records.

On the Contact Details report the Records relating to permits and licences will not be included. The contact details to be recorded will be part of the review by the Permits and Licenses Module Working Group.

When completing Notices, the Register flags a warning when the Contacts have not been recorded. This warning should not be ignored.

* **The Commissioner’s Office Seminar entitled “Road Works Performance Matters: Influencing Your Organisation” was well attended and the response so far indicates a good appreciation of the event. All who attended are asked to complete the short online questionnaire to provide information for developing future events.**
* **The New Contract to provide and maintain the Register has reached the implementation stage.**
* **Susan Ewart has retired from Transport Scotland. Claire Gardiner (Amey) has been seconded to Susan’s post for the present.**
* **Kat Quane (South Lanarkshire) will provide cover while J.D. is on Maternity Leave.**
* **Alex Ramage (Transport Scotland) has agreed to Chair the Gazetteer Group for the next year.**
* **Clare Gordon (Scotland Transerv) has agreed to Chair the SAT.**
* **A report on the work which Tim Masters has been carrying out will be published in due course. A process is being drafted for Tim to deal with problems he sees on the sites he visits.**
* **In the future more data from the Register will be available to the public. Under Data Protection, personal contact information should be omitted from records. An advice paper is being prepared and it will be circulated in due course.**
* **There was an outage on the Register on the 17th October from 08.00 to 15.30 which affected the whole Community although some users had the service restored from lunchtime. Service credits will be imposed.**
* **A Register Service Status has now been added to the front page of the site. This informs the user of any failure affecting the Register.**
* **I.R. issued an email recently asking for input to the development of a Mobile App which will allow actual start and finish dates to be recorded from the site. If the email has not been answered, please do so as soon as possible.**

**b. Policy Development Group**

The Items discussed at PDG have been covered in the Minutes of the Items above.

**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 and covered in the Minutes of the Items above.

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.**

1. **Robin Jacobs Retiring**

The Chair recorded the thanks of the Community to Robin Jacobs who was retiring.

**10. Dates of Next Meetings:**

**AGENDA MEETING (Edinburgh RAUC(s) Meeting (Hilton Grosvener Hotel**

**City Chambers) Grosvener Street, Edinburgh EH12 5EF)**

**Wednesday 21st February 2018 Wednesday 7th March 2018**

**Future Meeting Dates:-**

RAUC(s) Agenda RAUC(S)

Setting Meetings Meetings (Venue see Below)

Wednesday 16th May 2018 Wednesday 6th June 2018

Wednesday 15th August 2018 Wednesday 5th September 2018

Wednesday 21st November 2018 Wednesday 5th December 2018

RAUC(S) Meeting Venue for June meeting – **The Dome,** **New Register House, West Register Street, Edinburgh, EH1 3YT**

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

The meeting Closed at 15.00