



NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: Wednesday 7th August 2019

**The Learning Centre Meeting Room, The Highland Archive Building, Bught Road
Inverness, IV3 5SS**

Present:

Tommy Deans (NoSRAUC Chair)	T.D.	BEAR Scotland N.E. / N.W.
David Armitage	D.J.A.	Aberdeenshire Council
Karyn Davidson	K.D.	Vodafone
Nathan Downs	N.D.	BEAR Scotland N.W.
Irvine Ellis	I.E.	SSEN
Jim Forbes	J.F.	CityFibre
David Hearty	D.H.	MBNL / EE
Fiona McInnes	F.McI.	Scottish Water
Donald Macleay	D.A.MacI.	Western Isles Council
Duncan MacLennan	D.MacL.	Openreach
Craig McQueen	C.McQ.	Scottish Water
Hazel Moore	H.M.	BEAR Scotland N.E.
Alan Podmore	A.P.	GTC
Robin Pope	R.P.	The Highland Council
Iain Ross	I.R.	O.S.R.W.C.
Ruth Scott	R.S.	SSE Telecom
Derek Smith	D.S.	The Moray Council
Antony Thorpe	A.T.	Balfour Beatty on A.W.P.R. O & M
Alex Torrance	A.Tor.	S.G.N.

In Attendance:

George Borthwick	G.B.	Secretary
Martin Polland (RAUC(S) R.A. Co-Chair)	M.P.	Transport Scotland
Robert Young	R.Y.	Scottish Government (Digital Scotland)

Apologies

Kevin Abercrombie	K.A.	Aberdeen City Council
Gerry Cullen	G.C.	Traffic Scotland
Jane Dunlop	J.D.	O.S.R.W.C.
Alison MacLeod	A.MacL.	The Highland Council
Peter MacNab	P.MacN	BEAR Scotland N.W. / N.E.
David Murdoch	D.M.	Network Rail
Kevin Price	K.P.	The Moray Council
Neil Robertson	N.R.	Shetland Islands Council
Kenny Roy	K.R.	Orkney Islands Council

Apologies (Continued)

Chris Skivington

C.S.

SGN

1. Welcome and Introductions

Tommy Deans (BEAR Scotland), welcomed all to the meeting.

Apologies were recorded as above.

Martin Polland (Transport Scotland / RAUC(S) R.A. Co-Chair) was introduced to the meeting. He indicated that he was attending the Area Meetings to assess the attendance and discussion in order to respond to RAUC(S) following concern that the Local / Area Meetings were not serving the purpose they were set up for.

It was noted that Orkney and Shetland Island Councils Representatives had been unable to attend the meeting due to travel problems. The suggestion was made that they could be Skyped into future meetings if the travel timetables prevented them attending.

2. Minute of the last Meeting held on 1st May 2019

a. Accuracy

The Minutes of the previous meeting held on Wednesday 1st May 2019 in the Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR were agreed as read.

b. Matters Arising

Matters arising from the previous meeting are recorded on the Action Tracking Summary.

3. Local RAUC Reports

a. Aberdeen City Local RAUC

No issues were remitted to this meeting from the Aberdeen City Council Local RAUC.

b. Aberdeenshire Local RAUC

D.J.A. asked Irvine Ellis if he could send him the contact details for SSEN staff dealing with works in the Aberdeenshire Area.

Action – Irvine Ellis

c. Highland Council Local RAUC

R.P. indicated that Asbestos Ducts were being located during road works and asked the Committee if they should be recorded under Health and Safety and if they were recorded where the record should be kept.

The view of the Committee was that these ducts should be recorded as Engineering Difficulty in the additional tables and in VAULT. This would be in line with the recording of sites with Coal Tar. A note could be made on the Record that the location did not mean there were no other such ducts in the vicinity. VAULT already has a disclaimer indicating that the records contained on the system were not the guaranteed as the only apparatus which may be in the area of the site.

A. MacL would take this matter to the next Gazetteer Group meeting. **Action – A. MacL.**

d. Moray Council Local RAUC

No issues were remitted to this meeting from The Moray Council Local RAUC.

e. Orkney Islands Local RAUC

No issues were remitted to the meeting from the last Orkney Islands Council Local RAUC.

f. Shetland Islands Local RAUC

No issues were remitted to the meeting from the last Shetland Islands Council Local RAUC.

g. Western Islands Council

No issues were remitted to this meeting from the Western Islands Council Local RAUC.

4. Matters Arising from RAUC(S) Meeting – 5th June 2019

The previously circulated draft Minutes were commented on by M.P. as follows: -

- A presentation was given by Keith Robertson on accommodating persons with a disability at roadworks. The Secretary was asked to circulate a copy of the power point to the NoSRAUC members for their information and to assist in training their staff and operatives. **Action – Secretary**

The presentation had raised issues which had not previously been appreciated e.g. the bright yellow ramps are an issue for some people with a mental illness.

All were advised to contact the local Access Panels who had members who would be happy to give advice on layouts for safe routes through and around sites etc.

Many can get a feeling of isolation if their normal route is disturbed especially due to sites of a longer duration.

- The National Coring Programme had been discussed and all were being asked to keep to the milestones. The up to date reports indicate that this is being achieved.
- A revised SROR had been published containing a section on Narrow Trenching. This took into account information collected from the Consultation.
- Concern was raised about the increasing number of incidences of threatened violence to site operatives and incursions into closed sections of roads. A form has been developed for use by the site staff to record the events which occur, and this can be passed to the police who are happy to act based on the information provided. Drivers had to appreciate that work had to be done and delays would occur. Closures and safety zones are provided for the safety of the operatives in accordance with the red book which will be referred to by the HSE in an accident investigation. The form will be circulated.

Action – T.D.

- Consideration is being given to the revision of the red book. Two items have been submitted from RAUC(S). They are: -
when should Traffic Signals be bagged?
and the use of manual traffic control on junctions (often a pragmatic solution to TM on rural routes.

All suggestions for submission should be passed to M.P.

- Training on T.M. and the Red Book is likely to become mandatory for those involved in site work on the roads.
- A first draft of the SROH has been issued for consultation. The final version will be used in the review of the SROR.
- The problem raised about restriction on plant which a developer allows to be laid in his new developments. The result of the restriction leads to problems later when the road is adopted and other Utilities request access to lay their plant which results in the new road being damaged by the excavation. The matter is being reviewed and consideration given to the use of the Road Construction Consent Regulations.
- The Committee discussed the RAUC(S) structure and how the three levels should operate. There is concern that Area / Local Meetings are not being used by the Attendees to deal with problems, develop initiatives, pass information up and down the ladder etc. This matter is being considered and any suggestions should be passed to the Co-Chairs.

Action – All

Further comments were made as follows: -

- Local meetings appear to be more valuable but there is a need for a standard Agenda for use across the Community.
- Issues of practice such as provision for the disabled need to be discussed at all levels – Office; Site; Local / Area and National meetings etc.
- Very few remits are made either up or down the meeting chain. Are there no problems with the system, codes, work methods etc.
- We should not hide failures. We need to share them so that we can learn how to avoid injuries, fatalities and other problems which affect the Community and the Public. A register of failures could be used for analysis and to promote discussion / training at all levels.
- The Transport Bill has completed Stage 2 and has progressed to Stage 3. So far there have been no major changes to the proposed legislation. The programme is to lay the Act in early summer 2020. Changes required by the new legislation in some cases will require a roll out period to allow them to be accommodated.
- The Committee noted that changes to the Guarantee Period can be made with secondary legislation.
- K.D. is developing a set of papers on safety for advice to staff. She was asked to give a short presentation on the papers to the meeting in Aberdeen in November if they are sufficiently progressed. K.D. and F.McI. have been sharing issues to help find common solutions. This must be commended.

Action – K.D.

a) RAUC(S) Working Group Recruitment

The schedules currently up to date with the groups fully staffed.

5. National & Local Coring Update

i. National Coring Update

A short verbal update report was given to the meeting as follows: -

- The programme was meeting the milestones.
- The Contract for the Coring was awarded to Socotec.
- The coring sites register, and photographs have been passed to Socotec and it is hoped the programme will commence in the next week.
- All areas are up to date and SE Area have commenced their programme.

- All should be commended for their efforts to maintain progress within the timescales.
- Every effort should be made to maintain the progress so that the programme is completed on time so that the Final Report is contemporary and remedial work can be carried out within relevant Contracts.

ii. Local Coring Programmes Update

The Scottish Water internal programme is ongoing.

6. SRWC Report & Performance

a. SRWC Report

The following verbal report was submitted from the Commissioner's office: -

- The Monitoring & Improving Compliance Bulletin Nos 1 & 2 (June 2019) have been published on the Commissioner's web site (See Commissioners Guidance) The two Bulletins are: -
Monitoring & Improving Compliance No. 1 – Interventions (June 2019)
Monitoring & Improving Compliance No. 2 - Targets Early Starts and Unplanned Works - June 2019
- The Performance Reviews have been delayed but should be issued soon.

b). SRWC Indicators and Statistics Reports

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

- Performance is recorded on the Dashboard in accordance with the revised Targets
- All appear to have poor performance in one or more categories which is indicated in red. All should respond as soon as possible to G.M. at the O.S.R.W.C. with comments on the relevant performance.
- The responses are reviewed in the process of drafting the Performance Reviews.
- Scottish Water reported an issue with a difference between the Commissioner's results and those they created inhouse on one Report but to date have not had a response.
F.McI. will send a copy to I.R. to follow up **Action – F.McI. / I.R.**

b. Improvement Notices – Action Tracking

It was noted that no Improvement Notices had been issued in the NoSRAUC Area in the last Quarter.

7. Safety

a. Safety Concerns/Issues

Comments on safety were recorded as follows: -

- T.D. commented on the Safety Bulletins which he had circulated electronically and passed round paper copies for information. These Bulletins were produced for circulation to the staff and operatives from internal issues which had been experienced as well as from national reports.
- Items which were raising concern included: -
 - Wrong use of plant for lifting.
 - Manual handling – using wrong tools.
 - Safety with welfare units – fire recorded on one site.

- Problems with hired trailers – weld failure in the chassis.
- Maintain the tidiness on sites – storage, plant, signing, lighting and guarding.
- There was concern being raised about working a full shift with travel time morning and night added onto the day.
- The methods of site inspection and issues found included: -
 - Management making random inspections
 - Reports considered at weekly meetings
 - Rather than just remedying a problem on site ask the operatives on site to suggest what is wrong and ask them then to make the correction
 - There should be a risk analysis to cover the work and that should, where appropriate, include manual handling.
 - Inspection of boxes and cabinets being reviewed to consider what training is needed to ensure safety – it may be that signing and guarding needs to be addressed.
 - Sub-contractors blaming each other for problems. It is everyone's responsibility to deal with a failure.
 - Photograph site at the start and finish of the working day – review p
- Training
 - Toolbox talks are being used by some organisations
 - Need to understand what a closure is and what it allows with access by vehicles and pedestrians. Should be included in training.
 - Some Organisations require all on site or visiting site to have a CSCS Card
 - At present K.D. was developing a set of training papers for Vodaphone. She will work with F.McI. on problems experienced. Depending on how far the papers have been developed she will give presentation at the November or February meetings. **Action – K.D. / F.McI.**
 - The presentation at one of the meetings on Pipeline safety should be arranged with Ineos or Shell.

All should realise that Traffic Management is part of a project and is provided for the safety of those on site as well as for vehicular and pedestrian traffic.

The O.S.R.W.C. staff make random visits to site and record what they see.

b. Traffic Management Issues

Covered in Item No. 7a Above.

8. Information on Strategic Programmes of Works

a. Roads Authorities

R.A. Works were reported to the meeting as follows: -

Bear Scotland

A9 Berriedale Braes – Improvement works are ongoing and last until 31st January 2020. The work is being carried out under traffic control.

Site investigation works continue at various sites along the A9 between Inverness and Perth.

The works at Haudagain Roundabout has started. It will be carried out using lane closures and contraflow so traffic flow will be affected.

The Moray Council – A941 Craigellachie Bridge – Bridge Bearing Replacement / Waterproofing / Resurfacing – Summer through to September / October – Overnight closures as and when required.

b. Statutory Undertakers

CityFibre programme in Aberdeen is ongoing with problems being discussed and dealt with when they occur. Thanks to the Aberdeen staff for their assistance.

The programmes being planned for Wick and Fort William will be carried out using third party ducts where possible.

The Inverness programme will use third party ducts but will require more new ducts.

The Scottish Water programme is on the Register and is discussed at the Local RAUCs and at precontract meetings where required.

The Openreach works are all on the Register.

There were no other major works other than above reported by the S.U.s.

c. Aberdeen Western Peripheral Road

The work on the project has been completed and the road is now open to traffic.

di. Superfast Broadband – Aberdeen City / Shire Programme Update

DSBB Programme is still on planned Programme Targets and have achieved over 3900 LIVE CABS and over 680 LIVE fibre PONS across all of the 27 Councils in the Rest of Scotland Area. Only Aberdeen City and Aberdeenshire are in the Rest of Scotland Programme within the North of Scotland Area RAUCS.

Deployment is now mainly through Fibre to the Premise (FTTP) and Exchange Only Line (FTTC EO) solution. FTTP deployment involves less civil engineering works and there should be a reduced impact on Roads Authorities and other utilities. There will probably be potholing and moleplough works in rural areas.

The Extended Build Programme is now running until 2020 and will be predominantly FTTP deployment.

There is a further deployment planned, termed “R100”, to cover the remaining premises that will be without access to Superfast Broadband. This contract is currently going through a complex procurement process, with strong competition maintained through 2 viable bidders. There will be three Contracts – North, Central and South. Councils in the North of Scotland are within the North Contract Area.

Contract Award is expected later this year, with mobilisation to follow in 2020.

dii. Superfast Broadband - H.I.E. Programme Update

Programme Overview – Highlands and Islands

As there was no representative present at the meeting there was no update on the programme.

9. Proposed Changes to Road Designations

The Bypass and sections of road which were constructed as part of the Bypass and are to be maintained by the Councils are being added to the List of Roads, the Gazetteer and Vault.

A.T. will contact C.McQ. with details of the road designations at Blairythn.

10. Management and Operation of the SRWR

A verbal report on the Operation of the SRWR was presented as follows: -

- There are three S.U.s still to pay their annual fees and they should action immediately. If unsure of your Organisation's payment status you should contact the O.S.R.W.C.
- SAT will be commencing testing on Aurora in about a month.
- There will be 11 free online training modules on the operation of Aurora. These modules will be available from the beginning of March until the end of May. Access will only be permitted once the modules have been successfully completed.
- Future SRWR training will be via online modules which can be purchased at a rate still to be agreed. There will be a saving in cost and time by not needing to be out of the office and travel.
- A new Organisation, Solway Communications, is now on the Register.
- If a response to the Apps Questionnaire on Survey Monkey has not been submitted, it should be sent in as soon as possible.
- The App problems relating to dealing with Defects reported by TayForth following the May meeting have been reviewed and where caused by a bug that is being dealt with and where required a Change Request has been submitted.

a. Gazetteer Report

- Future Gazetteer uploads will be dealt with by Improvement Services who will carry out the usual checks before providing the data to Symology for the Register. Improvement Services will hold the Scottish Gazetteer. The data format stays the same. If there are any problems, contact should be made with Paul Weedon.
- Problems with BEAR Scotland NE data input is being reviewed.
- The next upload is due by 30th August and the usual validation form should be included.
- The new Gazetteer Specification will be published probably in January 2002.
- Software for maintain Gazetteers will need to be updated.

b. Systems Assurance Team

The SAT has a full complement of Members and they are continuing to work with Symology on the Aurora Development.

c. Community Apparatus VAULT

VAULT is covered in Items above.

14. AOCB

a. List of Plant Protection Systems

The list would be circulated to each meeting and all were asked to check the data and advise the Secretary of any additional information or changes so that it could be kept up to date on the Web.

b. Emergency Contact Details

The list would be circulated to each meeting and all were asked to check the data and advise the Secretary of any additional information or changes so that it could be kept up to date on the Web.

c. The TayForth Area RAUC Meetings for 2020

The meeting dates for TayForth in 2020 were agreed as tabled.

15 Date and Venue of Next Meeting

The Next Meeting will be held on **Monday 11th November 2019 (10.30 for 11.00)**

VENUE - The Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR

Future Meetings: -

February Meeting**	Wednesday 5 th February 2020
May Meeting***	Wednesday 6 th May 2020
August Meeting**	Wednesday 5 th August 2020
November Meeting***	Wednesday 4 th November 2020

The Venues are arranged for 10.30am with the meeting starting at 11.00am

Meeting Venues to be confirmed: -

** The Learning Centre Meeting Room, The Highland Archive Building, Bught Road
Inverness, IV3 5SS

*** The Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR

The Meeting Closed at 12.25