



NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: Wednesday 11th November 2019

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

Present:

Tommy Deans (NoSRAUC Chair)	T.D.	BEAR Scotland N.E. / N.W.
Kevin Abercrombie	K.A.	Aberdeen City Council
David Armitage	D.J.A.	Aberdeenshire Council
Caroline Auld	C.A.	Network rail
Karyn Davidson	K.D.	Vodafone
Jane Dunlop	J.D.	O.S.R.W.C.
Jim Forbes	J.F.	CityFibre
Mike Gray	M.G.	BEAR Scotland N.W.
David Hearty	D.H.	MBNL / EE
John Johnson	J.J.	Shetland Islands Council
Ken Lawson	K.L.	Ineos F.P.S.
Fiona McInnes	F.McI.	Scottish Water
Duncan MacLennan	D.MacL.	Openreach
Alison MacLeod	A.MacL.	The Highland Council
Craig McQueen	C.McQ.	Scottish Water
Graham Milne	G.M.	O.S.R.W.C.
Kevin Price	K.P.	The Moray Council
Kat Quane	K.Q.	Scottish Government
Kenny Roy	K.R.	Orkney Islands Council
Ruth Scott	R.S.	SSE Telecom
Mark Wilson	M.W.	GTC

In Attendance:

George Borthwick	G.B.	Secretary
Robert Young	R.Y.	Scottish Government (Digital Scotland)

Apologies

Gerry Cullen	G.C.	Traffic Scotland
Garry Duncan	G.D.	SSEN
Irvine Ellis	I.E.	SSEN
Douglas Haughey	D.H.	Century Link
Donald Macleay	D.A.MacL.	Western Isles Council
Peter MacNab	P.MacN	BEAR Scotland N.W. / N.E.
David Murdoch	D.M.	Network Rail
John Piekarsky	J.P.	SSEN

Apologies (Continued)

Neil Robertson	N.R.	Shetland Islands Council
Derek Smith	D.S.	The Moray Council
JJ Van Gran	J.V.G.	Century Link

1. Welcome and Introductions

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

Apologies were recorded as above.

2. Minute of the last Meeting held on 7th August 2019

a. Accuracy

The Minutes of the previous meeting held on Wednesday 7th August 2019 in The Learning Centre Meeting Room, The Highland Archive Building, Bught Road Inverness, IV3 5SS 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

K.A. reported that there had been a poor attendance from the S.U. Community with two of the four representatives from one S.U.

b. Aberdeenshire Local RAUC

The report from the previous meeting was reported to the last NoSRAUC Meeting.

SSEN had provided information on the staff dealing with works in the Aberdeenshire Area.

c. Highland Council Local RAUC

All issues were resolved at the meeting and where any issues occurred, they were being dealt with via more regular meetings with the relevant S.U.

d. Moray Council Local RAUC

Issues with the Scottish Water were being resolved via regular meetings, K.P. appreciated the help to move forward.

e. Orkney Islands Local RAUC

The next meeting is in two weeks' time.

f. Shetland Islands Local RAUC

SSEN rarely attend meetings and have now asked local contractors to apply for Section 109 permits to carry out works. The view of the meeting was that all works should be submitted via the Register.

The next meeting is in two weeks' time.

g. Western Islands Council

Western Islands Council are considering the availability of coated material for works / reinstatements. There will be a further Report on this matter to the February Area meeting.

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

The previously circulated draft Minutes were commented on as follows: -

- The draft Inspection Code submitted to the meeting had been modified by the Working Group, following comments submitted to them and had now been reissued for any final comments.

J.F. indicated that he had noted a couple of issues which he had reported to the Working Group Chairs. He agreed to pass the information to T.D. to add to the NoSRAUC report to RAUC(S).

Action – J.F. / T.D. / G.B.

- A letter had been sent out to all Organisations indicating the actions they require to make to have their Areas of Interest added into Aurora. All should respond to the letter as failure to submit may result in an Organisation receiving Notices which are not in their Area.
- All transitional training will be provided online during February, March and April. All must pass the modules to be allowed access to the Register.
- Future training is likely to be provided online and discussions are ongoing to have the modules free at source paid for via the Fees and Amounts. This will result in time and travel cost savings.

a) RAUC(S) Working Group Recruitment

The schedule is currently up to date with the groups fully staffed. All who were on the Working Groups were thanked for their input. Where vacancies occur all should consider volunteering either their own input or that of one of their staff within their organisation with the relevant experience.

J.F. asked for the Organisation Title against his name on the schedule be corrected.

Action – G.B.

b) Scottish Transport Bill

Kat Quane referred to the previously circulated paper on this topic. She indicated that the Bill had passed through the Parliament and would now be sent for Royal Assent.

There would be no immediate changes with the Commencement Schedules being issued by about April 2020. The introduction would then commence and go on for about 2 years or so depending on the complexity. There will also be further consultations on the changes.

K.Q. will continue to update the Community on the progress of the Legislation

There will in the interim be a need to read the NRSWA, the 2005 Act and the new Act in conjunction when reviewing any issue. Eventually there will be a document issued pulling together the three sets of legislation for ease of reference.

The Commissioner and The Scottish Government plan to hold a half day seminar in Victoria Quay in April to introduce the new Legislation.

All should be aware that the parking and low emissions sections may have a bearing on their working e.g. parking on the footway.

The Red Book becomes mandatory but as the HSE would be looking for that standard to be used there should be no problems there.

On some issues the Commissioner may allow a period of grace to allow for set up but that will be his decision.

5. National & Local Coring Update

i. National Coring Update

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

- Aberdeen City – There were several anomalies with the core and the road classification. This was being sorted out and the agreement process was moving forward.
- Moray – There was only one failure in 30 odd cores.
- Aberdeenshire – The collated results would soon be issued to the S.U.s for final agreement.
- Trunk Roads – The results were generally satisfactory.
- The S.U.s complained that there had been a shortage of information provided by the Contractor on his daily whereabouts.
- Highland – The Contractor had been a bit late in starting their programme. This was probably due to the overall programme which the Contractor had undertaken across Scotland.
- Western Island – The programme was late in starting.
- The problems raised would be discussed at the roundup meeting in February.
- The specification for Cat 1 roads had given problems as there were several options which could be used related to the Binder used. This resulted in different thickness of reinstatement being laid which were all in Specification. Unless the quarry / delivery tickets could be referred to the only way of checking the reinstatement was to test a sample to find the binder specification. There are three sections of the code which need to be read in conjunction to decide whether or not the core is a pass or fail.

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: -

- **Aurora Implementation - Areas Of Interest** - As previously reported the way areas of interest are configured is different in Aurora. Every organisation was asked to confirm the areas they want to cover in the register as a suite of polygons, or using some predefined Symology polygons (e.g. council areas).

A letter (and reminder) had been sent to all Organisations asking them for details of the Areas of Interest they require. If the details are not provided a default configuration will be applied, which is likely make it more difficult to comply with your statutory duties. The default in some cases could result in notices etc being received for out with the required area and in worst scenario the whole of Scotland. All were asked to ensure that a response had been given. (I.R. will provide information on responses and give advice on submitting the required data). The 1st November deadline is past, and the Commissioner is disappointed that a large portion of organisations have not engaged with Symology on this issue. If your organisation hasn't already contacted Symology they must do so without delay.

Action – All

- **Prescribed Fees and Amounts 2020/21** – A draft charging matrix has been circulated. The total amount to be collected has increased to £911,000 from £855,000 due largely to the last of the previously deferred income accumulated being returned in 2019/20. The payment period will return to 60 days, from the 30 days introduced as a temporary measure for 2019/20.
- **Aurora Training** – Implementation (Transition) training will be provided as a set of compulsory e-learning modules which will be free for a period 2 month before and 1 months after go-live. Users will not get access to the SRWR unless they have completed the compulsory modules.

Following this period SRWR training will continue to be provided free as e-learning packages available to Operators at any time. The training will be paid from the annual Prescribed Fees and Amounts. This may change but has been agreed in principal.

- **New Undertakers** – the following new Undertakers have been added to the Register: -

Murphy Power Distribution Limited
Murphy Gas Networks Limited
Premier Transmission Limited
Lothian Broadband Limited

Energetics are changing their name to Last Mile.

- **Questionnaire on App usage** – The Questionnaire has closed and the results are being considered by the SRWR Steering Group. If you did not respond and have any comments/suggestions/issues, please pass them to Iain Ross.
- The Performance Reviews were issued with several Organisations being invited by the Commissioner to comment on issues which were not meeting the required standard. Where considered necessary Improvement Plans will be requested and they will be monitored and discussed.

The improvement plans which had been raised following the previous performance review have been monitored over the last year and it is likely that they will be closed with the required standards being achieved.

b). SRWC Indicators and Statistics Reports

The Dashboard for Q3 was now available and should have been circulated. The Secretary apologised and indicated that he would send it out as soon as possible.

G.M. reminded all that they must send him an indication on how they would deal with the statistics which were recorded in red against their organisation.

G.M. indicated that where there were any queries about the performance they should be sent to him and he would investigate them.

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: -

- Another batch of Safety Bulletins had been circulated electronically. These Bulletins are being issued for circulation to relevant staff and operatives to help with education. J.F. reported that CityFibre were issuing the bulletins.
- T.D. reported that drivers were now being recorded by site staff on the Incursion Forms which were being passed to the Police. The drivers had been prosecuted.
- Highland have so far not had any drivers reported on the Forms.
- D.J.A. commented on the use of temporary speed limits especially where works were not actually being carried out. This was likely to bring this provision into disrepute and cause drivers to ignore signs. Providing information to the public / drivers by any means is to be commended.
- Scottish Water recorded a problem with lack of dust suppression.
- An incident was noted where a person had tripped on a non-slip temporary cover.
- There have been incidents where cyclists were ignoring temporary traffic signals because they were of the view that the Order did not require them to obey the signals. The Order should cover all including cyclists.
- Moray were finding that the smaller Contractors needed a prompt on where they were failing to set up Signing, Lighting and Guarding correctly.
- MBNL are meeting with their Contractors and providing advice on site set up and maintenance.
- Information Boards should be provided to inform the public who is carrying out the works to allow any queries / issues to be passed to the relevant Organisation / Contractor. Polite responses should be given by the site operatives to queries.
- K.Q. indicated that she was involved with a survey by the Westminster Government on plant strikes. This was not a name and shame enquiry but was to find incidences of good practice in record keeping of strikes. She would welcome any comment from any organisation which could be passed on to help others.
- Shetland are raising issues with problem sites and the police are taking an active interest where they receive a report.

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 sites 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: -

The Western Link Road round Inverness is continuing.

The Haudagain Junction improvement is ongoing. Once complete, the remaining section of the A92 within Aberdeen City (between Middlefield Place and Auchmill Terrace) will be de-trunked.

b. Statutory Undertakers

CityFibre programme in Aberdeen is ongoing with problems being discussed and dealt with at regular joint meetings.

The programmes in the Highland Council Area will be starting and they will be the subject of regular liaison meetings.

The Scottish Water have programmed works in Wick, Thurso Inverness and Nairn and in the Merchant quarter of Aberdeen. Details of the works will be recorded in the Register and Liaison meetings will be arranged with the relevant Council Staff.

c. Aberdeen Western Peripheral Road

The work on the project has been completed and the road is now open to traffic. This Item can now be removed from the Agenda. **Action - Secretary**

di. Superfast Broadband – Aberdeen City / Shire Programme Update

DSBB Programme is still on planned Programme Targets and have achieved over 3935 LIVE CABS and over 750 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 almost exclusively Fibre to the Premise (FTTP), with around 170 structures remaining. There is less than 20 FTTC EO CAB installations still outstanding which will complete by December 2019.

There is a further deployment planned, termed Reaching 100% (R100), to address the remaining premises that will be without access to Superfast Broadband. There will be three Contracts – North, Central and South. Councils in the North of Scotland are within the North Contract Area. Aberdeen City Centre is excluded as not eligible for State Aid Funding.

It has been announced that BT is the only bidder for the Central and South Contracts. The preferred bidder for the North Contract has still to be announced.

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

There were no changes in designation tabled for the meeting.

10. Management and Operation of the SRWR

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

- There is a Scottish Government Consultation on the Annual Fees and Amounts out and closes on 13th January. All were asked to respond even if it was only to agree to the new Fees as it would demonstrate the interest of the Community.
- The draft matrix has been circulated to give Organisations a guide for 2020 budgeting.

a. Gazetteer Report

Gazetteer via Improvement Service - The submission on 30 August was validated by the Improvement Service via Symology. The Gazetteer Validation Forms were sent to Symology as normal. Symology took the validated gazetteers directly from Improvement Service.

The Improvement Service portal will continue to accept the base gazetteer and associated data using the old SDTF 2.0 specification (this is the one already in use, not the new one) until early 2020. The portal is open now for testing of submissions.

Should you have concerns with the change to the process please contact Iain Ross.

b. Systems Assurance Team

The SAT carried out the first phase of Aurora Acceptance Testing on the 10 & 11 September. The testing was very constructive with positive feedback on the new system and some identified errors. There is a further 2-day test in December. It is planned that following this meeting a version of the Aurora SRWR will be made available for testing by the SAT members in house in their Organisations rather than at Larbert.

c. Community Apparatus VAULT

The Vault FAQ paper is being updated which will include arrangements for recording abandoned apparatus, details of UBOs found while excavating, highlighting prospective apparatus and highlighting dangerous apparatus.

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 NOSRAUC Meeting Chair

The next Organisation to provide a Chair for the meetings is SSEN who will take over from BEAR Scotland after the August 2020 Meeting.

The Chair Rota requires to be updated and a copy of the current version will be circulated by the Secretary. If there are any comments or suggestions for the Rota they should be passed to T.D.

Action – All / Secretary

Consideration should be given to the period of the Chair. It is presently 2 years but 3 years could be considered.

The suggestion was made that the existing programme should be replicated with where necessary new Organisations added.

The Rota will be on the Agenda for the next meeting.

Action - Secretary

d. Retiring Representatives

T.D. indicated that Peter MacNab would be retiring from BEAR Scotland in the new year and his replacement Mike Gray was introduced to the meeting.

The Secretary was asked to make the relevant changes to the Contact Records. **Action – Secretary**

e. Aurora

There will be no period when the existing Register and the new Register platforms run at the same time. The Aurora version will be loaded at a weekend and the current version will be disabled at the same time.

There will be no changes to the legislation, Codes and Advice Notes base on the Register. It is only a new easier to use system with a similar format of pages to other systems in daily use.

f. Community Diary

The Diary will be available online soon. It will be demonstrated to the SRWR Steering Group and submitted to RAUC(S) for approval at the beginning of December. It will be in a format which allows the user to transfer dates to their own e-diaries online.

All Local RAUC Chairs and Working Group Chairs were asked to send their meeting dates for 2020 to the Secretary.

g. HAUC UK Conference 2020

The Conference will be held on 14th May in the Emirates Old Trafford Cricket Ground, Manchester. All are encouraged to attend this free event at which the Commissioner will be giving a paper.

h. Training

C.McQ. asked if the Sector Scheme for Traffic Management would be a requirement of the new Act. It is not a requirement of the NRSWA or other Legislation.

K.Q. indicated that it would be considered in the process of the Regulation covering competency and comments on its use / suitability would be beneficial.

15 Date and Venue of Next Meeting

The Next Meeting will be held on **Wednesday 5th February 2020 (10.30 for 11.00)**

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

Future Meetings: -

May Meeting*** Wednesday 6th May 2020

August Meeting** Wednesday 5th August 2020

November Meeting*** Wednesday 4th 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 12.40