

NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: Wednesday 2nd May 2018

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

Present:

Kevin Abercrombie	K.A.	Aberdeen City Council
David Armitage	D.A.	Aberdeenshire Council
Gerry Cullen	G.C.	Traffic Scotland
Graeme Davidson	G.D.	MBNL / EE
Karyn Davidson	K.D.	Vodafone
Jim Ditchburn	J.D.	Balfour Beatty on A.W.P.R. O & M
Tommy Deans	T.D.	Bear Scotland N.W. and N.E.
Garry Duncan	G.D.	SSE Networks
Irvine Ellis	I.E.	SSEN
Xan Flynn	X.F.	Balfour Beatty on A.W.P.R. O & M
Jim Forbes	J.F.	CityFibre
Donald H	D.H.	Century Link
Lindsay Henderson	L.H.	O.S.R.W.C.
John Johnson	J.J.	Shetland Islands Council
Fiona McInnes	F.McI.	Scottish Water
Duncan MacLennan	D.MacL.	Openreach
Alison MacLeod	A.MacL.	The Highland Council
John Moir	J.M.	G.T.C.
Kevin Price	K.P.	The Moray Council
Iain Ross	I.R.	O.S.R.W.C.
Ruth Scott	R.S.	SSE Telecom
Thomas Smith	T.S.	Shell
Antony Thorpe	A.T.	Balfour Beatty on A.W.P.R. O & M
Donald Wilson	D.W.	Orkney Islands Council

In Attendance:

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

Apologies

John Balmer	J.B.	HH Commsk
Stephen Finch (Chair)	S.F.	Openreach
Caroline McAdam	CMcA.	Network Rail
Brian McAteer	B.McAt.	Energetics
Donald Macleay	D.A.MacI.	Western Isles Council
Peter MacNab	P.MacN	Bear Scotland N.W. and N.E.
Kenny Roy	K.R.	Orkney Islands Council
Derek Smith	D.S.	The Moray Council

1. Welcome and Introductions

Duncan McLennan in the absence of Stephen Finch welcomed all to the meeting.

Apologies were recorded as above.

2. Minute of the last Meeting held on 7th February 2018

a. Accuracy

The Minutes of the previous meeting held on Wednesday 7th February 2018 in Committee Room 3, Highland Council H.Q., Glenurquhart Road, Inverness, IV3 5NX 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 meeting held on 4th April 2018. The next meeting will be held on 4th July 2018.

b. Aberdeenshire Local RAUC

No issues were remitted to this meeting from the Aberdeenshire Council Local RAUC. The next meeting is scheduled for 16th May.

c. Highland Council Local RAUC

The following issue was discussed at the meeting of the Highland Council Local RAUC held on 26th April 2018. The next meeting will be held on 26th July 2018.

The problems with the payment of accounts discussed at the last NoSRAUC Meeting and at RAUC(S) was raised again.

d. Moray Council Local RAUC

No issues were remitted to this meeting from the Moray Council Local RAUC held on 18th April 2018. The next meeting will be held on 26th September 2018.

There was a good attendance at the meeting.

The process for Tim Masters visiting sites was raised. L.H. indicated that the process was posted on the Commissioners Web Site.

e. Orkney Islands Local RAUC

No issues were remitted to the meeting from the Orkney Islands Council Local RAUC held on 22nd February 2018. The next meeting will be held on 23rd May 2018.

f. Shetland Islands Local RAUC

There was concern about the lack of SSE attendance at the Shetland Islands Council Local RAUC. The next meeting will be held on the 9th May 2018.

g. Western Islands Council

No issues were remitted to this meeting from the Western Islands Council Local RAUC. held on 7th December. The next meeting will be held on 24th May 2018.

4. Matters Arising from RAUC(S) Meeting – 7th March 2018

The previously circulated draft Minutes were taken as read with the following comments: -

- The request for volunteers to join the Working Groups was repeated. There were issues to be dealt with by the Groups and they needed full complements of both S.U. and R.A Representatives to get balanced decisions. The Transport Bill which will be published in due course is likely to raise further matters which need to be discussed in relation to possible revisions to the Codes, Advice Notes etc.

A new RAUC(S) R.A. Co-Chair has finally been appointed to replace Jim Clegg who has retired from Glasgow City Council.

5. National & Local Coring Update

i. National Coring Update

Craig McQueen has been appointed as S.U. Co-Chair of the Group replacing Kevin Skinner.

Kevin Price volunteered to join the Working Group.

There is a possibility of a National Contract being let for the Coring Programme and all would use the one Contractor.

ii. Local Coring Programmes Update

No issues were remitted to this meeting

6. SRWC Report & Performance

a. SRWC Report

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

- The Performance Reviews for April 2017 to March 2018 are currently being drafted and will be issued about mid-July.
- Symology has provided a report on the performance on good housekeeping on the Register by each Organisation. The Report content is being reviewed and comments may be sent out in due course.
- The Commissioner's Annual Report was published and can be found on the web site under publications.
- A revised web site with better compatibility mobiles and tablets with will be rolled out in the near future. It will be more user friendly and information will be easier to locate. The Calendar will be on the front page indicating a short period of reference but the whole year will also be available.

- Penalties were issued to Telecom Organisations, for poor performance on the National Coring Programme, as follows: -

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

b). SRWC Indicators and Statistics Reports

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

- All Organisations should comment back to the Commissioner's Office on performance which is indicated as red.
- The Targets on the attached schedules have been revised following comments received by the Commissioner's Office.
- All should note their performance and where necessary work towards improvement.
- There is still concern about when the Contact Information is provided and when the system counts lack of information as a failure. The indication was that the warning flag must not be ignored from and including a 7day original or follow up or this will count as a failure. A failure will not trigger on a 3month notice but there is a warning flag.
- Notices related to Permit Consents are not at present being monitored for Contact information.
- Reports with an asterisk are area specific while others are national.

b. Improvement Notices – Action Tracking

The previously circulated paper had been issued for information and comment: -

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

7. Safety

a. Safety Concerns/Issues

No issues remitted to the Committee.

b. Traffic Management Issues

D.W. indicated that Openreach Contractors were arriving on Orkney without the necessary signs etc. They must come prepared for the sites they are working on. D.McL. asked for details of the problem to be passed to him so that they could be investigated.

It was noted that at least one Accredited Operator should be in each squad.

A.MacL. reminded all that information boards should be provided on sites. It was a Sample A Inspection failure where they are not provided.

All Road Closures need time to administer so work needs forward planning.

8. Information on Strategic Programmes of Works

a. Roads Authorities

T.D. indicated that there had been severe road failures on the Trunk Road network due to the severe winter resulting in an ongoing work of surface repairs with traffic disruption through the Summer.

b. Statutory Undertakers

The CityFibre / Vodafone Fibre to the Premise (FTTP) programme in Aberdeen has been confirmed and meetings are set up to manage the project. The proposed sites are being walked to assess what will be required. The 30-month programme will comprise 800 km of duct / fibre and alternative methods of delivery are being investigated to reduce excavation. 75 sites have been recorded on the Register so far.

c. Aberdeen Western Peripheral Road

The project is being progressed with an opening in 2 to three months. There will be a phased opening working from north towards the south end. The audit programme is progressing.

di. Superfast Broadband – Aberdeen City / Shire Programme Update

R.Y. provided an update on the programme. Subsequent to the meeting he has provided the following script: -

DSBB Programme is still generally on planned Programme Targets. Have achieved over 3550 LIVE CABS across all of the 27 Councils in the Rest of Scotland Area. Number of Live CABS/FTTP installs and planned activity for this and next Quarter for each LA is shown below (figures are approximate and unverified).

Rest of Scotland Programme applies to Aberdeen City and Aberdeenshire Councils only.

	CABS LIVE	FTTP LIVE	CABS for This and Next Q	FTTP for This and Next Q
Aberdeen City Council	>145	7	10-15	1-5
Aberdeenshire Council	>305	>35	20-25	25-30

Programme has held Joint Surveys with Openreach and Council Officers to agree CAB placement in some contentious sites.

Deployment is now definitely in the harder to reach areas. There is now more Exchange Only Line (FTTC EO) solutions required which involves 2 new Streetside Cabinets (or an All In One – AIO – Cabinet solution), or Fibre to the Remote Node (FTTrN), in effect a mini fibre CAB. Fibre to the Premise (FTTP) deployment has been ramped up, although this involves less civil engineering works.

The Phase 1 Programme ended in DEC 2017 but there is further ongoing deployment works in 2018 termed Extended Build from “Gainshare” funding. There is over 500 new CABS and over 400 FTTP installations still planned.

Beyond that there is a further deployment termed “Reaching for 100” to cover the remaining premises that will be without access to Superfast Broadband. This contract is currently under procurement.

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

Programme Overview – Highlands and Islands

J.C. was not present at the meeting therefore there was no update on the programme.

9. Proposed Changes to Road Designations

Aberdeenshire will review the designation of routes which have been affected by the construction of the AWPR.

The categories of the Trunk Roads will be reviewed to deal with increasing traffic especially HGVs.

10. Management and Operation of the SRWR

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

- The new SRWR System version 3.6.9 was released on 26 March 2018. New contract went live on 1 April 2018.
- There was a suite of 11 User Forums held across Scotland (and one in England) to introduce the new system to Community. Feedback so far has been positive. All attendees are asked to submit comments to help develop events in the future.
- Open Data now available to everyone at <http://downloads.srwr.scot>. Most free text fields (e.g. Works Description, Notice Text, Works Comments etc.) have been redacted from the publicly available dataset, to avoid sharing personal data. Non-redacted datasets are available for community users of the SRWR, contact IR for details if interested. I.R. will check if applicants for FOI data can be directed to the O.S.R.W.C. for answers to their queries from this site. **Action – I.R.**
- New SRWR reports currently being tested by SRWC. include the ability to download Performance Review directly from SRWR.
- The Mobile Device App for Works Promoter currently being tested by SAT is expected to be available for general release very soon. The App will allow actual starts and closures to be recorded from site. The Apple version will be available soon after the Android release.
- All organisations are reminded they should be using the new <http://srwr.scot> domain to access the SRWR. All should have checked that their IT systems accommodate the new Domains. Any organisations experiencing issues should contact IR.
- Invoices for the Prescribed Fees and Amounts have been issued. All organisations are reminded payment must be made by 2 June 2018.
- Symology have started discussion about the new Aurora software, which will replace their current Insight software in running the SRWR. They met with representatives of the community on 19 April. Symology is asking for suggestions on what could be changed to streamline the use of the SRWR. All users are encouraged to pass any improvements they wish to suggest through their respective representative on the Systems Assurance Team.

11. Gazetteer Report

The Report was taken as read with the following comment: -

- Alex Ramage from Transport Scotland has agreed to Chair the meetings for the next year.

12. Systems Assurance Team

The SAT is now back to full membership.

The SAT will be involved with the discussion on and testing of Aurora as and when requested.

13. Community Apparatus VAULT

All were reminded of the need to keep data up to date.

I.R. will speak to K.D. out with the meeting about the upload they had submitted as it was still not appearing on the upload report.

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.

The information for Zayo had been added.

b. Damage to Vodafone Plant on the AWPR Sites

See Item No. 2b Action Tracking.

c. 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.

d. Aberdeen City – Staff Recruitment

A request for staff had for the present been turned down so all should be aware that dealing with TTROs etc will be affected but would be dealt with as quickly as possible. Requests should be made as early as possible to avoid potential delays to projects.

15 Date and Venue of Next Meeting

The Next meeting will be held on **Wednesday 1st August 2018**

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

Future Meetings: -

November Meeting*** Wednesday 7th November 2018

Meeting Venues: -

** 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. 30

