

NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: Wednesday 1st November 2017

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

Present:

Stephen Finch (Chair)	S.F.	Openreach
Kevin Abercrombie	K.A.	Aberdeen City Council
David Armitage	D.A.	Aberdeenshire Council
Ralph Caldwell	R.C.	SGN
Karyn Davidson	K.D.	Vodafone
Keith Dawber	K.Daw.	CityFibre
Nisha Bunting	N.B.	O.S.R.W.C.
Irvine Ellis	I.E.	SSEN
Lindsay Henderson	L.H.	O.S.R.W.C.
Simon Hughes	S.H.	Arqiva
John Johnson	J.J.	Shetland Islands Council
Caroline McAdam	CMcA.	Network Rail
Fiona McInnes	F.McI.	Scottish Water
Alison MacLeod	A.MacL.	The Highland Council
Gordon McMillan	G.McM.	G.T.C.
Peter MacNab	P.MacN	Bear Scotland N.W. and N.E.
Ruth Scott	R.S.	SSE Telecom
Thomas Smith	T.S.	Shell

In Attendance:

George Borthwick	G.B.	Secretary
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Apologies

Iain Campbell	I.C.	Balfour Beatty on A.W.P.R. O & M
Jane Dunlop	J.D.	O.S.R.W.C.
Susan Ewart	S.E.	Scottish Government
Jim Forbes	J.F.	CityFibre
Damian Irving	D.I.	Level 3
Donald Macleay	D.A.MacI.	Western Isles Council
Duncan MacLennan	D.MacL.	Openreach
Gordon McMillan	G.McM.	G.T.C.
Ken Major	K.M.	The Moray Council
Hazel Moore	H.M.	Bear Scotland N.E
Chris Murray	C.M.	Sky
Kevin Price	K.P.	The Moray Council
Neil Robertson	N.R.	Shetland Islands Council
Iain Ross	IR	O.S.R.W.C.
Kenny Roy	K.R.	Orkney Islands Council
Lance Scott	L.S.	EE / 3

Apologies Continued:

Mark Shaw	M.S.	EE / 3
Kevin Skinner	K.S.	Scottish Water
Derek Smith	D.S.	The Moray Council
Robert Young	R.Y.	Scottish Government (Digital Scotland)

1. Welcome and Introductions

Stephen Finch (Chair) welcomed all to the meeting.

Apologies were recorded as above.

2. Minute of the last Meeting held on 2nd August 2017**a. Accuracy**

The Minutes of the previous meeting held on Wednesday 2nd August 2017 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**

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

b. Aberdeenshire Local RAUC

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

c. Highland Council Local RAUC

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

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 this meeting from the Orkney Islands Council Local RAUC.

f. Shetland Islands Local RAUC

No issues were remitted to this meeting from the 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 – 6th September 2017

The previously circulated draft Minutes were taken as read with no issues raised.

5. National & Local Coring Update

i. National Coring Update

All results had now been received from the Coring Contractors and the Commissioner is awaiting the final results Report from the Working Group.

The overall performance is 81.9% which is down from 83% on the last programme. The Commissioner is considering the pass rates achieved and will make comment in due course.

ii. Local Coring Programmes Update

No issues were remitted to this meeting

6. SRWC Report & Performance

a. SRWC Report

L.H. / N.B. gave a short report from the Commissioner's office

i. Annual Performance Reviews

The Reviews had been issued to all R.As and S.U.s. In some cases the Commissioner had asked Organisations to comment on their performance and how they anticipated making improvements. Some had already responded but others were still to do so.

ii. Performance Seminars

The two Seminars had been held and there was a good attendance at each. The comments on the Seminars received so far were favourable.

So far only 17 out of 60 attendees had responded to the email asking for comments on the events. All who had attended were asked to submit their response via the survey monkey in order that future events could be developed with any suggested improvements.

b). SRWC Indicators and Statistics Reports

N.B. commented on the Dash Board Report on performance as follows: -

- All Organisations should be reviewing their performance especially where it is indicated in red on the Report. They should also be giving consideration to performance where it is in the orange category. Comment should be passed to the Commissioners' Office on poor performance to indicate mitigating factors and or what action is being taken to improve.
- Outstanding reinstatements over 6 months old with no agreement should be dealt with as soon as possible.
- The results based on averages should improve as the performance improves.
- The smaller S.U.s have been asked by the Commissioner to improve their attendance at meetings (Area and Local).

- The Emergency / Urgent Works report is not based on averages, but the numbers are being monitored.
- F.McI. pointed out that on Report No. 24 (Missing Contact Details) they were in red despite the fact that they were showing as zero. This will be checked. **Action – OSRWC**
- Comment was made that the R.A. averages were higher than the S.U. averages. This was related to the numbers of works etc and should converge as performance improves.
- P. MacN. Indicated that his performance was being affected by the way the system was dealing with Potential Works and Registration. I.R. will be asked to comment.
Action – OSRWC
- R.C. and C.McA. pointed out that on the report No. R24 (Misuse of T.M – Not Yet Known) they and others were in red despite the fact that they were showing as zero. This will be checked. **Action – OSRWC**
- P.MacN. indicated that Bear N.E. and N.W. had now submitted VAULT Submissions.

7. Safety

a. Safety Concerns/Issues

No issues remitted to the Committee.

b. Traffic Management Issues

No issues remitted to the Committee.

8. Information on Strategic Programmes of Works

There were no major programmes intimated to the Committee from either the R.As or S.U.s.

a. Roads Authorities

K.A. indicated that the Christmas Embargoes in Central Aberdeen would be in place from 13th November 2017 to 6th January 2018. **Action – S.U.s**

b. Statutory Undertakers

C.McA. indicated that the works on the Inverness to Aberdeen line in Elgin and Forres were ongoing and the works in the Aberdeen Area were programmed and the Notices would be issued.

c. Aberdeen Western Peripheral Road

There was no representative present from the Project, but it was understood that the work is now progressing with programmes being accelerated towards the opening in Winter 2018.

K.A. reported that there major works requiring the closure of the A90 at Charlestown on the weekend of 4th 5th November active from 8pm on the evening of the 3rd to 6am on the 6th.

There would also be a closure on the weekend of the 17th November on the A947 Aberdeen to Turriff road just north of Dyce. This again would be from 8pm on the Friday to 6am on the Monday

di. Superfast Broadband – Aberdeen City / Shire Programme Update

R.Y. was not present at the meeting however he has provided the following post meeting programme update.

Programme is still generally on planned Programme Targets. Have achieved over 3300 LIVE CABS across all the 27 Councils in the Rest of Scotland Area. The number of Live CABS and planned activity for this and next Quarter for each LA is shown below.

In the NoSRAUC Area the Rest of Scotland Programme applies to Aberdeen City and Aberdeenshire Councils only.

Aberdeen City	>154 CABS Live. 15 CABS / 3 FTTP installs in Deployment Plan for This and Next Q
Aberdeenshire	>303 CABS Live. 28 CABS / 18 FTTP installs in Deployment Plan for This and Next Q

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, where technology is also more difficult to implement. 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). Fibre to the Premise (FTTP) deployment has been ramped up, although this involves less civil engineering works.

The “base” Phase 1 Programme ends in DEC 2017 but there is further ongoing deployment works in 2018 termed Extended Build from “Gainshare” funding. There is around 1100 structures of which > 600 involve new CABS and >400 are FTTP.

Beyond that there is potentially a further deployment termed “reaching for 100” to cover the remaining premises that will be without access to Superfast Broadband.

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

No R.As reported any proposed changes to the Roads Designations in their areas.

10. Management and Operation of the SRWR

I.R. gave a verbal report on the Operation of the SRWR:

i. The SRWR Retender

The Contract was awarded to Symology and the predelivery programme is on course for rollout at the beginning of April 2018.

This work includes the development of Mobile Device Apps.

ii. Outage

There was an outage on 17th October lasting from 08.00 to 15.20 which was caused by a power supply problem to the two servers which had affected other systems.

There had been a delay in providing information during the Outage as there was no indication on when it would be up and running again. The view was that any information on the front page would have been better than none. There had been a promise made following a previous outage that Information (Service Status Module) would be provided so the Users were not trying to access the system with no guidance as to why they were unable to do so.

The Secretary was asked to ensure that this matter was on the Agenda for the SRWR Steering Group. **Action - Secretary**

iii. SRWR Training

The training course programme for this quarter is being prepared and will be on the web site in due course.

11. Gazetteer Report

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

- A new Chair Person is required but to date nobody has volunteered. For the present the Members will take turns of Chairing the meeting.

12. Systems Assurance Team

No written Report was provided, but the Committee noted that there were no pressing issues for circulation.

13. Community Apparatus VAULT

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

F.McI. reported that Scottish Water had a problem with their last upload. This had been reported to I.R.

K.D. indicated that they were preparing data for their first upload.

14. AOCB

a. List of Plant Protection Systems

The previously circulated revised list was taken as read. I.R. will deal with revisions up to the end of the current cycle of meetings after which it would be passed to the Area to maintain.

The Secretary was asked to control the list and he asked the members to indicate any changes to him especially when he circulated it to them for checking. **Action – Secretary/ All**

b. Road to Rail Transfers at Level Crossings

C. McA. Reminded the Committee that the Network Rail proposal was to use 15 minute delay signs to cover the transfer plant from the road to rail and vice versa at level crossings. She had recently issued a copy of a schedule indicating the crossings which would be used in the NoSRAUC Area. The work is carried out over night when road traffic flows are liable to be at their lowest.

The Comments of the Committee were as follows: -

- Traffic signals on double red should be used. Some R.As deal with tree felling adjacent to roads in this way.
- Emergency Services must be informed, and the transfer should accommodate any emergency which occurred during the process.

c. Damage to Vodafone Plant on the AWPR Sites

K.D. reported that they had 8 instances of damage to their plant on the site of the AWPR. This had occurred with no report to them of the damage from the Contractor and it was only when Customers complained that the problem was realised. This was a problem cost to the Company in Revenue and to the Brand.

It appeared that CJV had been the Organisation which had caused the damage and there were still problems in getting a resolution to the problem. K.D. suggested that Openreach should check their network to ensure that it was not damaged.

K.A. indicated that there were a number of problems over the length of the project and suggested that K.D. should contact Aberdeen Roads Ltd to try to get the problem dealt with.

The Secretary was asked to keep this Item on the Agenda for the next meeting. **Action Secretary**

d. S.G.N. Retiral of Ralph Caldwell

R.C. indicated that he was retiring in the spring and his tasks would be taken over by Chris Skivington. The Secretary was asked to circulate the contact details for Chris. **Action – Secretary**

15 Date and Venue of Next Meeting

The Next meeting will be held on Wednesday 7th February 2018 in:

Committee Room 3, The Highland Council Headquarters, Glenurquhart Road, Inverness IV3 5NX

Future Meetings: -

May Meeting***	Wednesday 2 nd May 2018
August Meeting**	Wednesday 1 st August 2018
November Meeting***	Wednesday 7 th November 2018

Meeting Venues: - The Venues are still 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 12.05