



## **NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES COMMITTEE**

### **Minutes of the QUARTERLY MEETING**

**Date: Wednesday 2<sup>nd</sup> August 2017**

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

#### **Present:**

Duncan MacLennan (Chair)	D.MacL.	Openreach
Kevin Abercrombie	K.A.	Aberdeen City Council
David Armitage	D.A.	Aberdeenshire Council
Ralph Caldwell	R.C.	SGN
Iain Campbell	I.C.	Balfour Beatty on A.W.P.R. O & M
Jane Dunlop	J.D.	O.S.R.W.C.
Irvine Ellis	I.E.	SSEN
Susan Ewart	S.E.	Scottish Government
John Johnson	J.J.	Shetland Islands Council
Ken Major	K.M.	The Moray Council
Lewis Major	L.M.	SSEN
Caroline McAdam	CMcA.	Network Rail
Fiona McInnes	F.McI.	Scottish Water
Donald Macleay	D.A.MacI.	Western Isles Council
Peter MacNab	P.MacN	Bear Scotland N.W. and N.E.
Kevin Price	K.P.	The Moray Council
Robin Pope	R.P.	The Highland Council
Iain Ross	IR	O.S.R.W.C.
Kenny Roy	K.R.	Orkney Islands Council
Ruth Scott	R.S.	SSE Telecom

#### **In Attendance:**

George Borthwick	G.B.	Secretary
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#### **Apologies**

James Carsley	J.C.	Openreach
Karyn Davidson	K.D.	Vodafone
Stephen Finch (Chair)	S.F.	Openreach
Jim Forbes	J.F.	Cityfibre
Damian Irving	D.I.	Level 3
Alison MacLeod	A.MacL.	The Highland Council
Gordon McMillan	G.McM.	G.T.C.
Donald MacRae	D.MacR.	Western Isles Council
Hazel Moore	H.M.	Bear Scotland N.E
Chris Murray	C.M.	Sky
Neil Robertson	N.R.	Shetland Islands Council
Lance Scott	L.S.	EE / 3
Mark Shaw	M.S.	EE / 3
Kevin Skinner	K.S.	Scottish Water

Derek Smith  
**Apologies Continued:**

D.S.

The Moray Council

Robert Young

R.Y.

Scottish Government (Digital  
Scotland)

## **1. Welcome and Introductions**

Duncan McLennan as the substitute Chair, in the absence of Stephen Finch (Openreach), welcomed all to the meeting.

Apologies were recorded as above.

## **2. Minute of the last Meeting held on 3<sup>rd</sup> May 2017**

### **a. Accuracy**

The Minutes of the previous meeting held on Wednesday 3<sup>rd</sup> May 2017 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**

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**

The next meeting of the Moray Council Local RAUC has been arranged for the 18<sup>th</sup> October 2017. Lindsay Henderson will give a presentation aimed at R.As but any of the Representatives are welcome to attend,

### **e. Orkney Islands Local RAUC**

The lack of attendance of a Scottish Water representative able to update on ongoing major projects was recorded. Scottish Water has been asked on a number of occasions for somebody to be present from Amey or ABV.

### **f. Shetland Islands Local RAUC**

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

#### **g. Western Islands Council**

Issues to note. Iain Ross and Lindsay Henderson gave presentations to utility and local contractor Representatives who found them very useful. They were reminded of their obligations to attend Local RAUC meetings. SSE have taken a couple of bitmac cores which were found to be satisfactory. They will be undertaking sample cores as an ongoing programme.

#### **4. Matters Arising from RAUC(S) Meeting – 7<sup>th</sup> June 2017**

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

The Item on the National Coring was noted and it gave rise to the following comments: \_

- K.P. indicated that the NoSRAUC coring results had been recorded but F.McI. indicated that Aberdeen City, Aberdeenshire and Highland still appeared to have results for Scottish Water Cores missing from the Register. This would be checked but K.P. asked F.McI. to send him details in order that he could liaise with the other R.As to get the matter dealt with.

I.R. suggested to F.McI. that she check back to early 2015 sites which may have been cored.

#### **5. National & Local Coring Update**

##### **i. National Coring Update**

See Item No. 4 above.

##### **ii. Local Coring Programmes Update**

No issues were remitted to this meeting

#### **6. SRWC Report & Performance**

##### **a. SRWC Report**

J.D. gave a short report from the Commissioner's office

##### **i. Annual Performance Reviews**

The Reviews are due to be issued. J.D. restated the request from the Commissioner to all Representatives to comment to him by email on any poor performance recorded in the Quarterly Report. This would give him information on the actions being taken to improve performance. A more comprehensive set of standards will be used in future quarters.

##### **ii. Performance Seminars**

These events to be held in the Autumn are being arranged to replace the annual Users Forums which will be held in the new year dealing with the Register after the retender.

There are still a number of spaces available in either Edinburgh or Glasgow.

### **iii. Quality Plans**

The Working Group is meeting to discuss this topic and to prepare recommendations to submit to the Minister.

### **iv. Appointment of a new Member of Staff**

The Commissioner has appointed Tim Masters on a part time contract to carry out site inspections and deflectometer testing.

### **v. Coring**

All coring is to be completed and reported by the 31<sup>st</sup> July with the results recorded in the Register.

## **b). SRWC Indicators and Statistics Reports**

I.R. pointed out that the new Dash Board Report had been issued this quarter replacing the textual report issued previously. The Report is currently using a traffic light display on some categories where targets have been set to indicate the level of performance. This is likely to be extended to other categories. If the performance is in the red an email response should be made – where amber the performance should be reviewed – green is clear.

I.R. commented on the performance as follows: -

#### **Ratio of Noticing Failures per 100 Notices**

A90 AWPR DBFO requires improvement  
CityFibre, Network Rail and Verizon all require to review their performance.

#### **Percentage Emergency, Urgent, Remedial Dangerous**

A90 AWPR DBFO, N.W.O.C. and Highland require improvement  
Level 3 (only one notice), Scottish Water, SSE and Virgin all require to review their performance.

#### **Percentage Overruns**

Aberdeenshire, Aberdeen City, Highland all require to review their performance.

#### **Ratio of Early Starts per 100 Notices**

Aberdeenshire requires to review its performance.

#### **Ratio of Late Starts per 100 Notices**

Nothing to Highlight in this quarter.

#### **Ratio of Works Extensions per 100 Notices**

Aberdeenshire requires to review its performance.

### **Interim Reinstatements Outstanding after 6 months without Agreement**

Iain commented that there should be no Reinstatements recorded in this category. This category does not include reinstatements which have been agreed with the R.A.

### **Substandard T.M.**

A number of S.U.s had sites recorded but the numbers were small. They should however strive to reduce these failures.

### **Inspections**

The N.E.O.C. had no Cat A inspections recorded.

Scottish Water Cat A is below 90%  
SSE Cat B is below 100%  
CityFibre low across all Categories.

### **Gazetteer Submissions**

No Issues.

### **VAULT Submissions**

Across the board there are a number of Organisations which require to make submissions. All should be checking their network and making regular uploads.

## **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. 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 having achieved over 3000 CABS across all of the 27 Councils in the Rest of Scotland Area, resulting in over 623,000 Premises now connected to the fibre enabled network.

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

Aberdeen City	143 CABS Live. 9 CABS / 8 FTTP installs in Deployment Plan for This and the Next Quarter
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Aberdeenshire	253 CABS Live. 30 CABS / 43 FTTP installs in Deployment Plan for This and the Next Quarter
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Programme has held Joint Surveys with Openreach and Council Officers to agree CAB placement in some contentious sites. Some meetings with Councils to discuss our “push to finish” are also being set up.

Deployment is now generally 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) is being deployed.

The “base” Programme ends in DEC 2017 but there will be further ongoing works associated with “Gainshare” in 2018. Beyond that, potentially, there will be a further deployment to cover the very hard to reach areas.

## **b. 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.

### **c. Aberdeen Western Peripheral Road**

The work is now progressing with programmes being accelerated towards the opening in Winter 2018.

## **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 tender process was progressing well and the decision on the who to appoint is close to being made.

### **ii. Public Facing Web Site**

The dates included on the site have been changed to indicate the expected start dates and completion dates.

The start dates should be updated in the Register prior to the work commencing to give more accurate information for the site users.

It is anticipated that in future actual start dates will be used. With the use of mobile devices the data can be updated on site i.e. the site supervisor can input the start date / time and on completion of the work the site closure can be recorded.

### **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: -

- With the retirement of Graham Smith, 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**

The Report was taken as read and it was noted that Elaine Stewart (SPEN) had agreed to join representing the Electricity industry.

## **13. Community Apparatus VAULT**

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

## **14. AOCB**

### **a. List of Plant Protection Systems**

I.R. indicated that this list had been created following a request from TayForth Area RAUC. The list was to clarify who had plant in an area and where details could be collected on that plant. It was particularly valuable for checking on small S.U.s.

I.R. pointed that he had prepared the first version of the Table and the oSRWC would publish the table on the Web but there was an expectation that the Area would need to appoint someone to maintain the data.

It was noted that an S.U. had used an FOI application to request plant data. This was not the correct use of this legislation

F.McI. commented that Scottish Water charged for plant data and drawings in some cases depending on the purpose of the application.

The Dial before U Dig should only be used for works and not for planning.

I.R. asked for any comments, updates or suggestion on the proposal to be passed to him.

#### **Action – All**

I.R. would check if data requests could be made via the oSRWC but this would have to be a RAUC(S) decision. If progressed the required revision could be made to Advice Note No. 1.

The Committee agreed that the best solution was for VAULT to be kept up to date and all to agree to it being the prime source of plant data.

### **b. Local RAUC Meetings**

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

- The meetings should be recorded and the Minutes posted on the web.
- There should be full discussion on issues raised and where required problems could be remitted to the Area Meeting.

- The name and contact information on the Chair Person and the Secretary should be kept up to date on the Web.

#### **c. Meeting Dates for 2018**

The Committee agreed that the same pattern of meeting dates as last year should be adopted for 2018.

#### **d. Scottish Water Presentation on DOMS**

Robin Gallagher gave the following presentation on the DOMs Procedure being operated by Scottish Water on their network: -

- Every effort is made to operate a calm network with constant pressures and no bursts.
- Where there is a problem on a section of the Network and it must be closed, Scottish Water must provide an alternative source via bottled water, tanker or stand pipes. This can lead to major problems where the supply is to an industry needing constant supply or to the likes of a hospital.
- Under the Water (Scotland) Act 1980 a problem with the supply can be reported for consideration to the Procurator Fiscal.
- The Public Water Supplies (Scotland) Regulations 2014 requires further action to maintain the service including DOMS completion and Network Authorisation.
- Forms must be completed for the approval of the works and needs to be included in planning a scheme.
- The mains are at pressure therefore there is a danger to site operatives from damage to the pipework much in the same way as with gas mains.
- To accommodate safety there are tables which indicate the safe distance which will be required to the boundary of the works. These distances are in the main related to the edge of a structure to avoid damage later. The distances also relate to the predicted edge of a crater which would be created.
- Contact to discuss the requirements on a project are in the same way as dealing with a mains diversion. The Contact details are provided in the slides.
- The Stand-off distances as with the distance to the structure is measured from the outside edge of the pipe and relates to the working space required for maintenance.
- The distances are at present not legally enforceable but may in the future be changed. It is however illegal to build over a water main. Access over a main should be avoided but where required Conditions will be made for the access.
- If you are proposing to construct a scheme of any kind you should contact Scottish Water and discuss the project.
- Scottish Water must be informed of any problems encountered during works.
- Need for diversion when works commence should be discussed with Scottish Water.
- The Chair thanked Robin for his presentation.

#### **e. Road to Rail Transfers at Level Crossings**



C. McA. Raised the subject of transferring plant from the Road to Rail (and vice versa) at level crossings. This process takes between 5 and 10 minutes to complete and Network Rail was asking the R.As for an agreement to use 15 minute boards or temporary traffic signals on an all red phase in place of requesting a Temporary Traffic Order and diversions. She explained that there was no difference in the arrangement they were requesting to the problem where a barrier jammed down. They were prepared to provide advance warning signs and advance notification of the works. As the work was usually carried out overnight the traffic volumes affected were likely to be low.

As the manoeuvre was not carried out on all level crossings the R.As asked C.McA. for a list of the affected sites. The list would be circulated via the Secretary. **Action – C.McA. / Secretary**

D.J.A. indicate that this method of working was not covered by legislation but it was a pragmatic solution and given that it was at a level crossing where delays could be expected he thought that it merited consideration. In some cases in rural areas the alternative diversion could be extensive and take much longer than the 15 minute hold at the crossing.

The Emergency Services could be notified of the anticipated delays and the obstruction could be moved to allow them access over the crossing.

All were asked to review the list when it was issued and comment back to C.McA. via the Secretary. **Action – All / Secretary**

#### **f. Scottish Government Consultation on Road Works**

S.E. reminded all that the consultation on road works had now been issued and would close on the 12<sup>th</sup> October. She encouraged all to submit their comments as soon as possible. **Action - All**

The link to the Consultation and Guidance is on the Commissioners Web site and if there were any queries S.E. would be happy to help.

#### **g. Road Works Accreditation legislation**

The new legislation comes into force on 4<sup>th</sup> September and Scottish Government are providing a Q & A session on 15<sup>th</sup> August between 1100 and 1300 at Victoria Quay. There were still some spaces so contact S.E. to book a place.

#### **h. Openreach – Direct Labour Squads**

D.MacL. informed the meeting that Openreach was increasing the number of squads in Scotland.

### **15 Date and Venue of Next Meeting**

The Next meeting will be held on Wednesday 1<sup>st</sup> November 2017 in:

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

#### **Future Meetings: -**

February Meeting**	Wednesday 7 <sup>th</sup> February 2018
May Meeting***	Wednesday 2 <sup>nd</sup> May 2018
August Meeting**	Wednesday 1 <sup>st</sup> August 2018

November Meeting\*\*\*

Wednesday 7<sup>th</sup> 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 12.30