NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: Wednesday 7th February 2018

Committee Room 3, The Highland Council H.Q. Glenurquhart Road, Inverness, IV3 5NX

Present:

<table>
<thead>
<tr>
<th>Name</th>
<th>Initials</th>
<th>Company/Position</th>
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<tbody>
<tr>
<td>Kevin Abercrombie</td>
<td>K.A.</td>
<td>Aberdeen City Council</td>
</tr>
<tr>
<td>David Armitage</td>
<td>D.A.</td>
<td>Aberdeenshire Council</td>
</tr>
<tr>
<td>Ralph Caldwell</td>
<td>R.C.</td>
<td>SGN</td>
</tr>
<tr>
<td>Angus Carmichael</td>
<td>A.C.</td>
<td>Scottish Road Works Commissioner</td>
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<tr>
<td>Gerry Cullen</td>
<td>G.C.</td>
<td>Traffic Scotland</td>
</tr>
<tr>
<td>Graeme Davidson</td>
<td>G.D.</td>
<td>MBNL / EE</td>
</tr>
<tr>
<td>Karyn Davidson</td>
<td>K.D.</td>
<td>Vodafone</td>
</tr>
<tr>
<td>Jim Ditchburn</td>
<td>J.D.</td>
<td>Balfour Beatty on A.W.P.R. O &amp; M</td>
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<tr>
<td>Xan Flynn</td>
<td>X.F.</td>
<td>Balfour Beatty on A.W.P.R. O &amp; M</td>
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<tr>
<td>Jim Forbes</td>
<td>J.F.</td>
<td>CityFibre</td>
</tr>
<tr>
<td>Lindsay Henderson</td>
<td>L.H.</td>
<td>O.S.R.W.C.</td>
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<tr>
<td>John Johnson</td>
<td>J.J.</td>
<td>Shetland Islands Council</td>
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<tr>
<td>Caroline McAdam</td>
<td>CMcA.</td>
<td>Network Rail</td>
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<tr>
<td>Fiona McInnes</td>
<td>F.McI.</td>
<td>Openreach</td>
</tr>
<tr>
<td>Duncan MacLennan</td>
<td>D.MacL.</td>
<td>Scottish Water</td>
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<tr>
<td>Alison MacLeod</td>
<td>A.MacL.</td>
<td>The Highland Council</td>
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<tr>
<td>Gordon McMillan</td>
<td>G.McM.</td>
<td>G.T.C.</td>
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<tr>
<td>Peter MacNab</td>
<td>P.MacN</td>
<td>Bear Scotland N.W. and N.E.</td>
</tr>
<tr>
<td>Craig McQueen</td>
<td>C.McQ.</td>
<td>Scottish Water</td>
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<tr>
<td>Kevin Price</td>
<td>K.P.</td>
<td>The Moray Council</td>
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<tr>
<td>Ruth Scott</td>
<td>R.S.</td>
<td>SSE Telecom</td>
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<tr>
<td>Chris Skivinton</td>
<td>K.S.</td>
<td>SGN</td>
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<tr>
<td>Matthew Wylie</td>
<td>M.W.</td>
<td>Orkney Islands Council</td>
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In Attendance:

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>George Borthwick</td>
<td>G.B.</td>
<td>Secretary</td>
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Apologies

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<thead>
<tr>
<th>Name</th>
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<th>Company/Position</th>
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<tbody>
<tr>
<td>Kevin Browne</td>
<td>K.B.</td>
<td>Arqiva</td>
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<tr>
<td>Iain Campbell</td>
<td>I.C.</td>
<td>Balfour Beatty on A.W.P.R. O &amp; M</td>
</tr>
<tr>
<td>Jonathan Clements</td>
<td>J.Cl.</td>
<td>Royal Mail</td>
</tr>
<tr>
<td>Irvine Ellis</td>
<td>I.E.</td>
<td>SSEN</td>
</tr>
<tr>
<td>Stephen Finch (Chair)</td>
<td>S.F.</td>
<td>Openreach</td>
</tr>
<tr>
<td>Damian Irving</td>
<td>D.I.</td>
<td>Level 3</td>
</tr>
<tr>
<td>Amanda McFarlane</td>
<td>A.McF.</td>
<td>Energetics</td>
</tr>
<tr>
<td>Donald Macleay</td>
<td>D.A.Macl.</td>
<td>Western Isles Council</td>
</tr>
<tr>
<td>Ken Major</td>
<td>K.M.</td>
<td>The Moray Council</td>
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<tr>
<td>Hazel Moore</td>
<td>H.M.</td>
<td>Bear Scotland N.E.</td>
</tr>
</tbody>
</table>
Apologies Continued:

Chris Murray C.M. Sky
Kenny Roy K.R. Orkney Islands Council
Kevin Skinner K.S. Scottish Water
Derek Smith D.S. The Moray Council
Thomas Smith T.S. Shell
Robert Young R.Y. Scottish Government (Digital Scotland)

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 1st November 2017

   a. Accuracy

   The Minutes of the previous meeting held on Wednesday 1st November 2017 in The Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR were agreed as read with the following revision:

   - Page No. 3 Item No. 6a SRWC Report & Performance - SRWC Report

   The first Line should read:

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

   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

   Aberdeen City Council Local RAUC. has met with the O.S.R.W.C. and Local meetings are now being planned.

   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. The next meeting will be held on 9th February 2018.

   d. Moray Council Local RAUC

   L.H. attended the last meeting and gave a presentation to the meeting. This was well received by the Representatives and L.H. was thanked for attending.
e. **Orkney Islands Local RAUC**

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

f. **Shetland Islands Local RAUC**

There was concern about the lack of SSE attendance at the Shetland Islands Council Local RAUC.

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.

The Commissioner indicated that he was concerned that issues were not being escalated or passed between the Local, Area and RAUC(S) meetings. In the report produced by Jim Barton for Transport Scotland he raised this issue. The Commissioner asked for the Local RAUC meeting dates to be rearranged to fit in with the timetable of the Area and RAUC(S) meetings.

**Action – Local RAUC Chair Persons**

4. **Matters Arising from RAUC(S) Meeting – 6th December 2017**

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

- Hugh Rendall and David Regan gave a presentation on training courses being developed by HAUC UK for N.R.S.W.A. operatives.

  L.H. is on The Training and Accreditation Group and will keep the Scottish Community updated on the developments.

5. **National & Local Coring Update**

i. **National Coring Update**

The final results report of the National Coring Programme was approved for publication at the December RAUC(S) meeting. The Report and Press release can be viewed on the Commissioner’s web site.

Kevin Skinner has indicated that he will stand down from the S.U. Co-Chair on the National Coring Working Group. C.McQ will continue to be a Representative on the Group.

Several Organisations will receive penalties for poor performance.

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
• A penalty of £5.5k has been issued under Section 118 to North Lanarkshire Council for poor performance on Signing, Lighting and Guarding. The basis of the penalty was from information collected by the Commissioner’s Office and from Third parties. R.As must abide by the Legislation, Codes and Advice Notes.

• The Register from 1st April will be an open data site. The information available will not include VAULT information and all information in the Contact Fields will be redacted. A direction will be issued to all Organisations advising them that personal contact information should not be recorded on the Register in the free text fields. Contact information should only be recorded in the relevant contact fields. Some data in the free text fields may be redacted for a trial period.

The Commissioner was asked to provide a list of the fields which will be redacted in order that Operators can be instructed.  

**Action – O.S.R.W.C.**

• I.R. has recently issued an email asking for the Contact Information to be checked and confirmed or revised. To date about 50% of the Community has responded. All who have not done so to date should do so as soon as possible.  

**Action – All**

• From the 5 March Kat Quane will be seconded to the Commissioner’s Office to cover for J.D. who will be on maternity leave.

• Claire Gardner has been seconded to Transport Scotland to cover for Susan Ewart who recently retired.

• The Interim Performance Reports have been issued to Heads of Service and the main Contacts. All should check the Reports which give a guide to the performance compared with the main Report issued earlier in 2017 and must respond to the Commissioner’s Office where required.

• The Commissioner’s Annual Report is being drafted and will soon be published on the Web Site.

• Tim Masters is continuing to survey sites round and about and was on the day of this meeting looking round the Inverness area.

• Testing on the unbound layers was continuing and SGN and Scottish Water were thanked for providing information on sites where the testing could be carried out.

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

Comments on the Dash Board Report on performance were made as follows: -

• Some Revisions have been made to the basis of the targets which are used for the assessment of the performance.

• All Organisations should be reviewing their performance especially where it is indicated in red on the Report. Comment should be passed to the Commissioners’ Office on poor performance to indicate mitigating factors and or what action is being taken to improve.

• The Commissioner was concerned about the performance of the AWPR on the percentage of noticing failures and is looking for an improvement.

• There had been concerns raised about the difference in the targets being used for R.A and S.U. performance. This is being monitored and the two base lines should start to converge but may not close completely due to the different works programmes and the requirement on R.As to deal with winter maintenance etc resulting in programming issues.

• There was some concern about the Emergency / Urgent works being recorded by some Organisations which possibly reflected on works programming. This should be reviewed, and the category should only be used where the work was covered by the definition.
Scottish Water indicated that the works they were recording in this category had fallen and reflected the work done on reducing leaks. There was still a fair percentage of their work falling into these categories.

The Commissioner asked for this matter to be considered at SJUG.  

**Action – S.Us**

- The reports on Traffic Management not known and Contacts not known were now reported on a zero-tolerance basis. The details in both case should be input no later than the issue of the 7 day notice.

  The Contacts recorded on the Notice should have a knowledge of the work and be able to answer related questions or deal with issues.

b. Improvement Notices – Action Tracking

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

It was noted that Edinburgh City had issued 5 Notices, West Lothian had issued 4 Notices and the Ayrshire Roads Alliance had issued 2 Notices.

7. Safety

a. Safety Concerns/Issues
No issues remitted to the Committee.

b. Traffic Management Issues
There was a query about whether the Scottish Water Contractors should be raising queries about Traffic Management direct with the Council. F.McI. indicated that SW100 should be dealing with Traffic Management as an Agent (Keir / Clancy).

Openreach Agent / Contractor should be dealing with early starts etc (KN not Sub Contractors).

8. Information on Strategic Programmes of Works

a. Roads Authorities

K.A. indicated that there was a scheme commencing on 26th February to install traffic signals on Highfield Road, Elgin at its junction with South Street. This would require closures and is recorded on the Register.

Aberdeen City and Aberdeenshire have roads affected by the AWPR. The notices will be recorded on the Register.

b. Statutory Undertakers

CityFibre have confirmed a Fibre to the Premise (FTTP) programme to around 20 cities across the UK. At this time the only confirmed city is Milton Keynes in England. If any RA in the NoSRAUC area is chosen for FTTP there will be direct contact between CityFibre and the RA. The civils work would be carried out by CityFibre with Vodafone supplying the content to the home / business. The full programme, including noticing will be discussed with the RA and submitted if a programme progresses. Foamed Concrete to be used in the reinstatements.
Network Rail are carrying out network improvements on the line between Dyce and Aberdeen. The line will be closed form 12th May to 20th August with a replacement bus service. Haul / access roads have been agreed. It was noted that the work will not affect the Haudagain Junction works.

D.J.A. indicated that Network Rail had given an informative presentation to the Aberdeenshire Infrastructures Committee on the project which all had appreciated.

c. Aberdeen Western Peripheral Road

The project is being progressed, in the absence of Carillion, and the sections would be opened as they became available.

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 3450 LIVE CABS across all of the 27 Councils in the Rest of Scotland Area. Number of Live CABS (unassured) and maximum remaining activity (approximate) in the Deployment Plan for each LA is shown below.

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

<table>
<thead>
<tr>
<th></th>
<th>CABS LIVE</th>
<th>FTTP LIVE</th>
<th>CABS in this and next Q</th>
<th>FTTP in this and next Q</th>
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</thead>
<tbody>
<tr>
<td>Aberdeen City</td>
<td>159</td>
<td>6</td>
<td>15-20</td>
<td>0</td>
</tr>
<tr>
<td>Aberdeenshire</td>
<td>324</td>
<td>28</td>
<td>20-30</td>
<td>15-20</td>
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</table>

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

L.H. gave a verbal report on the Operation of the SRWR:

i. The SRWR Retender
The development of the updated version of the Register to be rolled out at the beginning of April is progressing to schedule. It will be issued to the SAT for auditing on 26th February.

The testing of the Mobile App for recording Actual Starts and Completions will be issued for Android equipment in late April and the App for Apple apparatus will follow.

The App for recording reinstatement details is being developed and will be rolled out in due course.

ii. SAT Chair
Clare Gordon has now been appointed to be Chair of the SAT.

iii. User Forums
The User Forums will be held as advertised to provide guidance on the next development of the Register due for Roll out at the start of April. As many Users as possible should be encouraged to attend and applications can be made to attend any of the available venues. To ensure good interaction at the Forums the numbers of Representatives being accommodated at each event has been reduced to about 20. Applications should be submitted as soon as possible to avoid disappointment.

iv. Prescribed Fees
The accounts for the prescribed fees will be issued to the relevant contacts for the 1st April. The fees are down this year by about 10% but they will rise again in 2019/20. If Purchase Orders are required, please ensure that details are issued to the Commissioner’s Office to be quoted on the account. All should make a check that the accounts have been received and are being dealt with.

Action - All

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

No written Report was provided, but the Committee noted that there had been a presentation on the future version of the Register which would be rolled out in about two years. This will be a greater change to the system and the roll out may take slightly longer to complete.

The web addresses for SRWR sites will be changed from “symology.net” to “srwr.scot”. The existing addresses will continue to work for some time after the change before they are closed.

An email had been issued on matter. If this has not been dealt with in relation to your Organisation’s IT systems please do so as soon as possible.
13. **Community Apparatus VAULT**

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

F.McI. reported that Scottish Water had submitted an upload which may not have been included in the circulated Report. A.MacL. commented that Highland Council were in the same category.

All R.As should note and action the contents of Advice No. 22 in recording Section 109 Plant.

14. **AOCB**

   a. **Non-Payment of Sample Inspection Defect Inspections**

   A.MacL. informed the Committee that a number of S.Us were in arrears with payment for Sample Inspection / Defect Inspections. This was now being chased up. She asked all S.U. Representatives to contact her if there were any issues with the lists which were issued, and the matter could be dealt with to complete the process. 

   **Action – S.Us**

   The S.Us involved included SGN, SSE and Vodafone. K.D. asked for the invoices to be sent to the Glasgow Office for action.

   F.McI. indicated that Scottish Water was doing an audit on these invoices and would deal with any which were found to be in arrears. She asked for invoices to be issued regularly and not batched for a longer period.

   A.McL. and K.P. said there had been a problem with Openreach.

   R.C. asked A.MacL. to speak to him after the meeting about the invoices.

   The Commissioner raised the problem of R.As not Noticing all the works specified in Legislation, Codes etc. This was not acceptable and asked for the R.As to review their issuing of works. The balance on the works should be about 60% S.Us to 40% R.As but this was not the case at present. He had raised this with a number of R.As and in a number of cases this had resulted in a sudden increase in the numbers being recorded.

   He asked Orkney, Shetland, Highland and Aberdeenshire to look again at their registering. Moray had a high level of registering.

   He pointed out that the S.Us were performing better but there were still some which needed to look at their systems.

   J.F. responded that CityFibre were issuing Notices for all their works.

   b. **Emergency Contact Details**

   The Secretary indicated that he was trying to update the lists of emergency contacts on the web site following a request from Scottish Water who had problems checking plant locations when dealing with emergency sites.

   All were asked to check the contact numbers and advise the Secretary of the current details for their Organisation.

   c. **Scottish Water Defective Apparatus**
As far as Scottish Water were concerned they had caught up with the backlog of plant defects and were now dealing with reports as they were received.

K.A. indicated there were some 9 defects awaiting action and he would pass the details to F.McI.

F.McI. asked for information on any outstanding reinstatements. K.A. indicated that a burst had been dealt with in Dyce Drive but the reinstatement did not deal with the area of consequential damage. He was asked to email the details to F.McI.

K.A raised a problem of Openreach / Scottish Water defects at Berryden on a bridge and asked for the two S.Us to work together as it was the only access and would cause traffic problems.

d. Damage to Vodafone Plant on the AWPR Sites

K.D. reported that they had still had problems at the southern end of the project and asked for them to be dealt with. X.F. would raise this with the Engineers dealing with that part of the Contract. Action – X.F.

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

R.C. told the meeting that this was his last NoSRAUC meeting and thanked all for their support over the years. The Committee recorded their thanks to him for his input to the Community.

R.C. introduced Chris Skivington to the meeting and indicated that he would be the contact for the Area.

15 Date and Venue of Next Meeting

The Next meeting will be held on Wednesday 2\textsuperscript{nd} May 2018 in: -

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

Future Meetings: -

<table>
<thead>
<tr>
<th>Meeting</th>
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<tr>
<td>August Meeting**</td>
<td>Wednesday 1\textsuperscript{st} August 2018</td>
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<tr>
<td>November Meeting***</td>
<td>Wednesday 7\textsuperscript{th} November 2018</td>
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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