



**WEST of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES
COMMITTEE**

**Minutes of the
QUARTERLY MEETING**

Date: 21st August 2018

**The Victoria Hall,
Sinclair Street,
Helensburgh
G84 8TU**

Present:

Fraser Smith (Chair)	F.S.	Argyll & Bute Council
Kevin Burns	K.B.	Inverclyde Council
Lesley Craig	L.C.	Renfrewshire Council
Karyn Davidson	K.D.	Vodafone
Tommy Deans	T.D.	Bear Scotland N.W.
Jillian Donaldson	J.D.	Renfrewshire Council
Clare Gordon	C.G.	Scotland Transerv
Owen Harte	O.H.	Virgin Media
Lisa Haston	L.H.	S.P. Energy Networks
Douglas Haughey	D.H.	Centurylink88888
Adrian Henzler	A.H.	Openreach
Lindsay Henderson	L.Hend.	O.S.R.W.C.
Ian Humphries	I.H.	Energetics
William Luku	W.L.	Openreach
Caroline McAdam	C.McA.	Network Rail
Fiona McInnes	F.McI.	Scottish Water
Robert Mackay	R.Mack.	East Renfrewshire Council
Christopher Murray	C.M.	Sky
Amanda O'Hara	A.O.	CityFibre
David Paton	D.P.	Bear Scotland M80 DBFO
Alex Rae	A.R.	SGN
Scott Rodgers	S.R.	TT Pag Team / Transport Scotland
Calum Stewart	C.S.	Glasgow City Council
Iain Ross	I.R.	O.S.R.W.C.
Alistair Scott	A.S.	G.T.C.
Ruth Scott	R.S.	SSE Telecom
Elaine Stewart	E.S.	SPEN

In Attendance:

George Borthwick	G.E.B.	Secretary to RAUC(S)
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Apologies:

Gerry Cullen	G.C.	Transport Scotland
Jim Forbes	J.F.	City Fibre
Ronald Murray	R.M.	Petroineos
Stephen Scanlon	S.S.	Openreach
Robert Young	R.Y.	Digital Scotland (Scottish Government)

1. Welcome, Attendance and Apologies

Fraser Smith welcomed all to the West of Scotland Area RAUC meeting.

Apologies were recorded as listed above.

2. Approval of the Minutes of the Meeting Held on 22nd May 2018

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 22nd May 2018 in the The Victoria Hall, Sinclair Street, Helensburgh, G84 8TU were approved as read.

b. Action Tracking Summary

The comments on the actions from the previous meeting are contained in the updated Action Tracking Summary.

3. Local RAUC Reports

The verbal reports from the Local RAUC meetings were recorded as follows: -

a) Glasgow City

Issues raised at the meeting included: -

- No issues were remitted to this meeting.

**b) Argyll & Bute, Inverclyde, Renfrewshire,
E. Renfrewshire & W. Dunbartonshire RAUC**

Issues raised included: -

- A site was recorded where a connection to the Water Services network was being installed. There was no Section 109 in place and there was no signing, lighting and guarding on the site. The Scottish Water Representative visited the site to check if the

excavation was ready for making the connection but did not report to the Roads Authority the deficiencies.

The view of the R.As was that the relevant Utility should report these issues in order that the lack of a permit and road safety could be addressed.

There were in many cases several departments dealing with the applicant e.g. Planning, Roads, and S.U. but in the end there was a duty of care to ensure that all the relevant parties were working together safely.

There is no legislation, code or Advice Note to cover this problem but a pragmatic view must be taken with all assisting and coordinating with each other.

No solution was agreed, and the matter is ongoing.

- There was an ongoing problem with works being recorded in the Register in a way that the Start and Finish gave no time to arrange an Inspection. No offence was being made but it was out with the spirit of coordination and cooperation.

The new Works Promoter App may improve the situation with the Actual Start and Finish times being recorded. It was noted that a Notice can be closed without being initially opened.

- Openreach performance on defects had improved.
- There had been problems with Openreach responding to PIRs. If examples were provided they would be investigated. PIRs are being dealt with by an Office in Leeds.
- An SGN Representative was required to attend the Local Meeting. A.R. will endeavor to rectify this problem.
- There was a problem with Virgin Media Noticing. This is being addressed.

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

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

- All should review the content of the draft.
- All should, if they have not done so, visit the new web site. It is easy to use and contains a lot of valuable information. **Action - All**
- The Coring Group have been reviewing Advice Note No.3 and the Advice Note produced for use in England and Wales.
- The indication is that the results of the Sample Inspection Fees Review are likely to change the current Fee by much if at all.
- The SROR Working Group was meeting in June. They intend to look at the affect of the proposed 6 year guarantee and the use of cold lay material in reinstatements over 2 square metres on the Code.
- Most of the vacancies on working groups etc have been filled.
- The Inspections Working Group will review the responsibility for defective sites which are not dealt with following a notice being issued.
- All should have transferred to the new Domains.
- There will be no more User Forums until 2019 when the Aurora is rolled out.

- The Works Promoter App is now available on all platforms and the VAULT App is due to be rolled out soon.
- The Performance Reviews for 2017 / 18 are due to be issued soon.

5. National & Local Coring Update

a) National Coring Update

The Committee noted: -

- The OSRWC is unable to provide a standard Contract Document therefore a Lead Authority is required in each Area for the 2019 Programme. East Renfrewshire will be the Lead subject to the approval of their Managers.
- The coring is programmed to be carried out between 30th July and completed by 27th September.

b) Local / Internal Coring Programmes Update

No issues raised on this Item.

6. SRWC Report & Performance

a) SRWC Report

I.R. commented on various issues as follows: -

- The Performance Reviews for 2017 / 18 are due to be issued soon.
- All Organisations should respond to the Scottish Government by the 28th September on the Draft Transport Bill which was laid down in June.
- The rates issued by Dundee Council for TTROs have been reviewed and revised rates are likely to be published.
- Tim Masters has retired and has been replaced by Jim Clegg. It is likely that he will have a coordination involvement in the Coring programme.

b) S.R.W.C. Indicators and Statistics

The previously circulated Dash Board Report with the performance for the last quarter was discussed as follows: -

- Argyle and Bute along with East Renfrewshire have responded to the O.S.R.W.C. Renfrewshire and Glasgow City have still to do so.
- There is action required by West Dunbartonshire on their performance.
- The S.U.s should respond on a National basis and not on an Area basis unless they are only working in that Area. A Report is available for the S.U.s to cover the national picture.
- CAT A inspections - No Organisation in the Red.
- C.G. pointed out that the Scotland Transerv statistic appeared unfair as it referred to 1 error in over 800 Notices.
- In future all Organisations will be monitored for Potential Noticing Failures based on a 4% target. All should be working towards this level of performance.

- The suggestion was made that amber warning should be used rather than red on some performance levels.
- The System does not recognize holidays other than Christmas and New Year. This is as per the Advice Note.
- There is no link between the R6 Overruns and R12 Extensions. The Overruns relate to works which have been closed late while the Extensions relate to where works are extended beyond the planned closing date and have an agreement to do so.

There was a view that extensions were preferred over long closure targets which are used to avoid extensions but create conflict on the section of road for others requiring to work in it.

There appears to be a problem with registering an agreement against a notice and then registering a follow up/ actual start. If this is done too quickly the system does not have time to recognise the agreement **Action – I.R.**

Planning works can not be exact and there needs to be an element included to deal with unforeseen problems. It requires some degree of experience.

c) Improvement Notice Action Tracking

There were no new Improvement Plans recorded in the WoS Area over the last Quarter.

7. Safety

a) Safety Concerns/Issues

C.G. indicated that they were in discussion with Transport Scotland and the Police about drivers ignoring closures and trying to get through. Where this happens as much detail as possible should be recorded and passed to the police via their call number 101 and an incident number should be requested for any follow up.

b) Traffic Management Issues

The previously circulated paper on craft knife blades being attached to temporary sign frames was taken as read. There were no incidences of this problem recorded in the WoS Area.

8. Information on Strategic Programmes of Works

a) R.A. Programmes

Bear Scotland: -

The R.A. programmes were all recorded on the Register.

C.G. indicated that there would be traffic problems when the waterproofing commenced at Junction 30 on the M8.

b) S.U. Programmes

The S.U. programmes were all recorded on the Register.

c) Update – Broadband Rollout

DSBB Programme is still generally on planned Programme Targets. Have achieved over 3620 LIVE CABS across all the 27 Councils in the Rest of Scotland Area. Number of Live CABS and planned activity for this and next Quarter for each LA is shown below (figures are approximate and unverified).

	CABS LIVE	FTTP LIVE	CABS for This and Next Q	FTTP for This and Next Q
Argyll and Bute Council	>25	-	Up to 5	Up to 10-
East Renfrewshire Council	>30	4	Up to 5	Up to 5
Glasgow City Council	>500	>25	Up to 15	Up to 20
Inverclyde Council	>40	2	Up to 5	-
Renfrewshire Council	>105	>10	Up to 5	Up to 5
West Dunbartonshire Council	>70	2	Up to 5	-

Deployment is now almost exclusively for Exchange Only Line (FTTC EO) solutions, which involve 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 fully ramped up, but this involves less civil engineering works and therefore impact on Roads Authorities and other utilities. There may be potholing and moleplough works in rural areas.

The Phase 1 Programme ended in DEC 2017 and a Phase 1 Delivery Report is to be issued to Councils in the coming months. There is further ongoing deployment works in 2018 and perhaps 2019 termed Extended Build from “Gainshare” funding, involving additional new CABS and FTTP installations.

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.

9. Proposed Changes to Road Designations

No changes were raised at the meeting.

10. Management and Operation of the SRWR

I.R. gave a verbal report as follows: -

- The next roll out of the Gazetteer (Version No. 3.7.0) will take place at the end of September. There are no major changes and it mainly deals with bug fixes etc.
- The Reports will be available on line in the near future. The data will need to be converted into spreadsheets.
- The Apps on all platforms are available as follows: -
 - Works Promoter App – Already available.
 - VAULT – Available very soon.
 - Inspections – September / October.

- The Fees have been collected from the Community.
- The old Domains will be closed in September, so all should now have moved over.
- Virgin media are about to start uploading their plant data to VAULT.
- VAULT is about to be available for bimonthly updates and may in due course move to monthly. The Commissioner will be monitoring on the basis of 4 uploads per year. An email will be issued to give more details.

F.S. raised the issue of agreed samples being too small for S.U. targets. There are no inspections being requested on the To-Do-Lists. Reduce the target to 0 if it is likely no works are planned.

A CR has been submitted to deal with Skips and Scaffolds on traffic sensitive roads. This asks to have the relevant Notices omitted from the count for the Statistics.

11. Gazetteer Report

I.R. commented as follows: -

- The Gazetteer Group are reviewing the specifications etc to see if changes / rationalization is required.
- I.R. will speak to Jonny Morran or another member of the Transport Scotland about the Additional Tables.

12. Systems Assurance Team

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

- SAT working with Symology on the development of Aurora.
- SAT interested in any suggested new functionality for the Register.
- The Team did not discuss C.Rs at the last meeting but will review them at the next.
- A power company representative is required for SAT. If there is not one available a Representative from one of the other S.U.s has offered to join.

13. Community Apparatus VAULT

Covered in previous Items.

14. AOCB

a. List of Plant Protection Systems

The Secretary indicated that this Item would be a standard Item on future Agendas and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

The following two revisions were requested.

Action – Secretary

For Argyle and Bute and for Inverclyde: -
Yes – Respond via the SRWR.

b. Emergency Contact Details

The Secretary indicated that this Item would be a standard Item on future Agendas and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

c. Meeting Dates for 2019

The meeting dates for 2019 were agreed as tabled.

d. Prescribed Fees Regulations

F.McI. asked I.R. if he would provide a copy of the Draft matrix to allow budget calculations.

Action – I.R.

e. Remit for RAUC(S) Meeting

The Chair was asked to remit the view of the meeting to RAUC(S) that the zero tolerance targets need to be reviewed.

Action – F.S.

15. Date and Venue of the Next Meeting

The Chair thanked all for attending and it was agreed that the next meeting would be held as follows:-

Next Meeting: – Tuesday 27th November 2018

**Venue: - The Victoria Hall,
Sinclair Street,
Helensburgh
G84 8TU**

Future Meetings: - February Meeting	Tuesday 26 th February 2019
May Meeting	Tuesday 21 st May 2019
August Meeting	Tuesday 27 th August 2019
November Meeting	Tuesday 26 th November 2019

Meeting ended – 12.15pm