



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

**Minutes of the  
QUARTERLY MEETING**

**Date: 22<sup>nd</sup> May 2018**

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

**Present:**

Fraser Smith (Chair)	F.S.	Argyll & Bute Council
Kevin Burns	K.B.	Inverclyde Council
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Lesley Craig	L.C.	Renfrewshire Council
Gerry Cullen	G.C.	Transport Scotland
Karyn Davidson	K.D.	Vodafone
William Fenner	W.F.	Sky
Jim Forbes	J.F.	City Fibre
Jillian Geddis	J.G.	Renfrewshire Council
Clare Gordon	C.G.	Scotland Transerv
Owen Harte	O.H.	Virgin Media
Douglas Haughey	D.H.	Centurylink88888
Adrian Henzler	A.H.	Openreach
Fiona McInnes	F.McI.	Scottish Water
Robert Mackay	R.Mack.	East Renfrewshire Council
Allan Mackechnie	A.Mack..	SSEN
Peter MacNab	P.MacN.	Bear Scotland (N.W. Unit)
David Paton	D.P.	Bear Scotland M80 DBFO
Kat Quane	K.Q.	O.S.R.W.C.
Alex Rae	A.R.	SGN
Alistair Scott	A.S.	G.T.C.
Ruth Scott	R.S.	SSE Telecom
Andrew Torrance	A.T.	Glasgow City Council

**In Attendance:**

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

Lisa Haston	L.H.	S.P. Energy Networks
Caroline McAdam	C.McA.	Network Rail
Christopher Murray	C.M.	Sky
Stephen Scanlon	S.S.	Openreach
Elaine Stewart	E.S.	SPEN
Sharron Worthington	S.W.	West Dunbartonshire Council
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 27<sup>th</sup> February 2018**

#### **a. Accuracy**

The minutes of the last meeting of the WOS Area RAUC held on 27<sup>th</sup> February 2018 in the Best Western Garfield House Hotel, Cumbernauld Road, Stepps, Glasgow, G33 6HW 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: -

Two comments raised ahead of the Local Co-ord Reports were: -

Prescribed Fees must be paid by the end of May.

No personal data should be recorded in the free text fields but only in the relevant contact fields. An alternative to using personal data is to use a generic email address or telephone number. Failure to follow this instruction could result in the Commissioner being liable. Elgin (providers of real time traffic information) and Edinburgh City are already looking to use the data from the Register.

#### **a) Glasgow City**

Issues raised at the meeting included: -

- On TTROs there is often a need to remove vehicles which have been left parked within the relevant area and causing obstruction to the works. Although Glasgow City have a

removal facility it would likely recharge the cost to the S.U. if the Council if it was to provide the service to the S.U. Contact should be made with Jamie Rodden for more details.

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

Issues raised included: -

- The legal case in Dundee (some time ago) was discussed. It was noted that all actions must be recorded and monitored. The issue appeared to be the data recording. The priority allocated to the defect by the R.A should indicate to the S.U. how quickly they needed to react to the report.

The R.A. always has the Duty of Care to provide a safe road but have priorities set down in legislation, codes and advice notes to cover their actions. They also can raise the priority if the defect deteriorates. The R.A. can also inform the S.U. that they intend to action a repair and recharge it.

This matter has, in relation to charging for repeat inspections, been passed to the Inspections Working Group for consideration. If they decide a charge is to be made there may be a need for a revision to Legislation.

- There are two developments in the Barrhead area at Maidenhill and Aurs Road. Any S.U. which has not responded to the request to indicate required works in the existing road should contact East Renfrewshire as soon as possible. **Action – S.U.s**

Works may require to be carried out via a Section 109 and / or TTROs so early response is required to have all the planning in place.

F.McI. will check with Scottish water.

**4. Matters Arising from RAUC(S) Meeting 7<sup>th</sup> March 2018**

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

- National Coring – Craig McQueen has taken over from Kevin Skinner as the S.U. Co-Chair. The HAUC UK Advice Note will be reviewed to pick up on any sections which could be beneficially adopted for the RAUC(S) Advice Note. There may be one national coring contract for Scotland. The cores taken by S.U.s as part of their internal programmes can be part of the sample as long as they have been taken in accordance with the Advice Note.
- The Working Group Membership schedule needs to be kept up to date and circulated. Volunteers are still required for some of the Groups and should be filled as soon as possible. Contact the Chair to volunteer Membership of RAUC(S) and Associated Committees is not required – only expertise and enthusiasm to progress relevant issues. The Co-Chairs have been asked to arrange for meetings to commence.

- Symology have carried out a data cleanse of the Register and Notices which have been lying dormant with no action have been archived. These Notices can be viewed but no action can be recorded on them.
- I.R. had circulated a request for Contact details to be checked and any changes passed to him. If this has not been actioned it should be as soon as possible.
- All should comment to the Commissioners Office on poor performance recorded in red on the dash board. A response is not required to the Interim Performance Review which is issued as a guide.
- As previously reported North Lanarkshire received a penalty for poor signing and guarding and five Telecom Organisations received penalties for poor performance in the Coring Programme.
- All should provide regular updates to the Gazetteer and Vault.
- Clare Gordon is now the Chair of the SAT.
- The URLs have changed to .scot. All should either have transferred to the new domains or be in the process of doing so as the old URLs will be shut down later in the year.
- Jim Clegg has retired from Glasgow City and Jim Cowan is about to retire from SGN.

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

### **a) National Coring Update**

The Committee noted: -

- See Notes discussed above.
- The first meeting of the Working Group was held at the beginning of May when the Group reviewed the HAUC UK Advice Note. Another meeting is scheduled for the end of the month.

### **b) Local / Internal Coring Programmes Update**

No issues raised on this Item.

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

### **a) SRWC Report**

K.Q. commented on various issues as follows: -

- The Performance Reviews for 2017 / 18 are being drafted and will hopefully be issued in Mid-July.
- The report on unactioned data in the Register (To Do List), provided by Symology, is being interrogated and comment is likely to be made to some Organisations. This matter may become a regular Report on the dash board.

To avoid a build up of unactioned Notices on an Organisation's additional channels they can be set up to receive and issue only specific mail. I.R. can advise.

- The Annual Report 2016 / 17 has been published and can be viewed on the Web Site.
- The redesigned Web Site is being tested and will be available soon. It is more mobile, tablet and user friendly.
- As above transfer to the new domains now.

- The R.As were reminded that they should not be using Section 61 permits and all should have moved to Section 109 permits. The Commissioner may consider penalties if the use of Section 61 persists.

#### **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: -

- The content of the reports was taken as read.
- Performance in Glasgow City needs to be reviewed.
- Performance on Cat A inspections for SSE need to be reviewed.

The Targets were reviewed and have been introduced for this report. They will stay at the current level for some time.

The S.U.s often have a higher rate of Emergency / Urgent works while the R.As have more late starts due to dealing with weather emergencies.

Where VAULT / Gazetteer Indicators are in the red the Organisation is due an update.

Virgin Media have asked for a 2 month update cycle to be introduced for VAULT. This is being discussed with Symology. This may be the first step towards allowing monthly updates to be introduced.

A dispute has been recorded between Perth and Kinross and Scottish Water about a developer's connection works. The work had been carried out under a Notice in the Register when it should have been a Section 109 Permit since the work was not being carried out for them or by them. Scottish Water had requested the cancellation of the Notice and the retrospective issue of a Section 109 permit.

There may be a requirement for Advice Note No. 22 to be reviewed.

Dundee Council had approved a rise in fees for TTROs to £1000/day and for a Notice to £2000/day with no maximum limit on the fee. This was considered ultra vires being out with the recommended rate which would recover the costs to the Council of issuing a TTRO.

#### **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**

No issues were raised at the meeting.

#### **b) Traffic Management Issues**

No issues were raised at the meeting.

## 8. Information on Strategic Programmes of Works

### a) R.A. Programmes

Bear Scotland: -

- Ground investigation on the A82 resulting in overnight closures as and when required. The closures will lead to long diversions.
- A83 Closure requested for works by Scottish Water is still under discussion as the alternative route is a single-track Council road which is unsuitable for the diverted traffic. A flier has been issued describing the proposals but no Scottish water has yet to respond to the concerns raised by the R.As at the liaison meeting held in January. F.McI. will ask Gordon Michie to contact the R.As and update them on the current situation. **Action – F.McI.**

Scotland Transerv: -

- Erskine Bridge – Cable Stay painting and abutment replacement will be carried out during July and August.
- M8 New Junction 29a work in September.
- M8 Junction 30 waterproofing under contraflow.
- A8 Langbank – Resurfacing with contraflow.
- Johnstone – Orange Walk on 30<sup>th</sup> June embargoes / closures and diversions affecting the area.
- George Square to Bellahouston Park - Orange Walk on 7<sup>th</sup> July embargoes / closures and diversions affecting the local and the trunk road networks.

### b) S.U. Programmes

There were no works programmes recorded.

### c) Update – Broadband Rollout

DSBB Programme is still generally on planned Programme Targets. Have achieved over 3550 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	>20	-	-	-
East Renfrewshire Council	>30	2	1-5	1-5
Glasgow City Council	>480	>25	15-20	1-5
Inverclyde Council	>40	2	1-5	-
Renfrewshire Council	>100	>10	5-10	1-5

West Dunbartonshire Council	>65	2	-	-
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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.

## 9. Proposed Changes to Road Designations

No changes were raised at the meeting.

## 10. Management and Operation of the SRWR

K.Q. gave a verbal report as follows: -

- The new SRWR service Version 3.6.9 was released on 26 March 2018 and the new contract went live on 1 April 2018. 11 User Forums across Scotland (and one in England) were run to introduce the new system to the community. Feedback so far has been positive. It is unlikely that any further Forums will be held in 2018. In the next 18 months Aurora will go live, and training time will be required to introduce it to the Community.
- Aurora will be the next development of the current Register which is on Insight. Suggestions for additional functionality should be passed to the SAT for consideration.

### **Action - All**

- The SRWR Reports, being tested, will be live on the Register and will be on a rolling update allowing Organisations to do a continual monitor of their performance. The performance Reviews will be available for download.
- 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 by contacting IR for details.
- The Open Data can be used for FOI queries and the requester should be instructed to use it.
- Mobile Device App for Works Promoters is currently being tested by SAT. It is expected to be available for general release very soon.
- All organisations are reminded they should be using the new <http://srwr.scot> domain to access the SRWR. 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.

## **11. Gazetteer Report**

The previously circulated Gazetteer Report was taken as read with no issues raised. If there are any queries they should be passed to I.R.

Alex Ramage (Transport Scotland) agreed to Chair the Group for a limited time. A volunteer to replace Alex should contact the Group with their contact details.

## **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 Street Works Promoter mobile device app is currently undergoing acceptance testing by the SAT. The Apps will be rolled out shortly.
- DfT / HAUC UK are currently developing Street Manager which will be a National Register south of the border. Northern Irish and Welsh Representatives have recently met with the Commissioner to look at the SRWR. The development of Street Manager will be monitored and would be considered as a replacement for the SRWR in future years if it was suitable.

## **13. Community Apparatus VAULT**

The previously circulated Report was taken as read with comment noted in previous Items on the Agenda.

Provision of data on VAULT may be one of the topics dealt with in the new Bill.

The Telecom Industry is now starting to submit data to the system but Openreach are as yet still to indicate how they will proceed.

All were being encouraged to add as much data as possible to the system in order that it can be used as the prime source for a plant data search.

## **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.

### **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. Openreach – Islay and Jura**

F.S. indicated that there were a number of issues to be dealt with on Islay and Jura. F.S. would speak to S.S. out with the meeting.

**d. WoS Local Co-ordination Meetings**

F.S. commented that there had been no SGN Rep at the last two meetings. A.R. will arrange a Rep for the next meeting. **Action – A.R.**

**e. SGN Works Closed**

A.R. was asked to note that some works were not being closed on the Register until the end date even though they were already closed and the road clear. This could affect coordination for others to commence their works.

**f. WoS Local Co-ordination Meetings**

L.C. indicated there is a problem with late starts on works on a three month Notice e.g. road resurfacing. K.Q. responded that I.R. had spoken to Symology but she was not aware of the outcome. K.Q. will ask I.R. to provide L.C. with an update. **Action – K.Q.**

**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 21st August 2018**

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

Future Meetings: - November Meeting

Tuesday 27th November 2018

Meeting ended – 12.15pm