



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

**Minutes of the
QUARTERLY MEETING**

Date: 21 May 2019

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

Present:

Stuart Watson (Chair)	S.Wa.	Argyll & Bute Council
Phil Boylan	P.Bo.	Scottish Water
Pat Berry	P.B.	Glasgow City Council
Kevin Burns	K.B.	Inverclyde Council
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Norman Carnegie	N.C.	ESP
Gavin Cook	G.C.	East Renfrewshire Council
Lesley Craig	L.C.	Renfrewshire Council
Alan Crozier	A.Cr.	Energy Assets
Gerry Cullen	G.C.	Transport Scotland T.S.
Karyn Davidson	K.D.	Vodafone
Jillian Donaldson	J.D.	Renfrewshire Council
Jim Forbes	J.F.	City Fibre
Clare Gordon	C.G.	Scotland Transerv
Lisa Haston	L.H.	SPEN
Douglas Haughey	D.H.	Centurylink
Owen Hearte	O.H.	Virgin Media
David Hearty	D.He.	MBNL-EE/3
Robert McFarlane	R.McF.	Energy Asssets
Peter MacNab	P.MacN.	Bear Scotland W.W. Area
Courtney Mitchell	C.M.	Scottish Water
John Mitchell	J.M.	Verizon
David Murdoch	D.M.	Network Rail
Christopher Murray	C.M.	Sky
David Paton	D.P.	Bear Scotland M80 DBFO
Kat Quane	K.Q.	Scottish Government / Transport Scotland
Alex Rae	A.R.	SGN
Scott Rodgers	S.R.	TT Pag Team / Transport Scotland
Iain Ross	I.R.	O.S.R.W.C.
Alistair Scott	A.S.	G.T.C.

Present (Continued): -

Stephen Scanlon	S.S.	Openreach
Ruth Scott	R.S.	SSE Telecom
Scott Sutherland	S.S.	Amey / SRP M*DBFO
Sharron Worthington	S.W.	West Dunbartonshire Council

In Attendance:

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

Ian Humphries	I.H.	Energetics
Robert Mackay	R.Mack.	East Renfrewshire Council
Craig McQueen	C.McQ.	Scottish Water
Calum Stewart	C.S.	Glasgow City Council
Elaine Stewart	E.S.	SPEN
Robert Young	R.Y.	Digital Scotland (Scottish Government)

1. Welcome, Attendance and Apologies

Stuart Watson 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 26th February 2019

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 26th February 2019 in the Victoria Hall, Sinclair Street, Helensburgh, G84 8TU were approved with the following revision:-

6. SRWC Report & Performance

a) SRWC Report

The 9th Bullet Point should read: -

- The training programme for the next round includes: -
 - Permits and Consents
 - Inspectors
 - FPN AdministrationAll interested should contact enquiries@roadworks.scot as soon as possible.

8. Information on Strategic Programmes of Works

a) S.U. Programmes

The Lomond Bridge on the A811 will be closed from October for 6 months. Diversions will be signposted A813 / A82.

The Chair Person commented on the following issues: -

- Coal Tar – Martin Polland had indicated that funding was being sought for more research into the problems of Coal Tar binder in existing road construction. There had been an interesting paper on this topic at the HAUC Conference. The Scottish Road Research Board are investigating a better test to confirm the existence of Coal Tar.
- Aurora was programmed for an April 2020 roll out.

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**

- There is some concern about the accuracy of Notices and the late updating of them. This is causing difficulties with conflicts resulting in others being unable to access the relevant section of road. **Action – S.U.s**
- UEFA EURO 2020 – Three matches will be held at Hampden on (15th / 19 / 23rd June). This will result in embargoes, diversions and closures being placed to deal with the traffic and supporters attending the matches. Jamie Rodden can provide a presentation to interested parties on the traffic arrangements.

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

No Issues were remitted to this meeting.

4. Matters Arising from RAUC(S) Meeting 6th March 2019

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

- The Coring Programme Advice Note No. 3 has been published on the Web Site
- Western islands Council will be taking part in the Coring Programme but Shetland and Orkney Islands Councils will not.
- The Inspection Fees for 2019 / 20 will be as per the previous year i.e. £36.00. The rates will be fixed for 5 years and revised subject to inflation each year.
- The DfT had issued the draft SROH for consultation. This has now closed. It is likely that the Code will be used in the revision of the Scottish Code.
- There was a discussion on the datum level for setting the depth of plant in the verges. The view of the R.As was that the adjacent road level should be used. (This was the View of a court case in England) This matter will be considered by the SROR Working Group.

- There is a move to have all Organisations circulate Safety Bulletins which they may be issuing to their operatives. This is in an effort to increase the discussions on safety at the Area meetings under the Safety Agenda Item. They will also be a benefit to safety discussions at toolbox talks. All should pass Bulletins to the Secretary for circulation.
- The Telecom Community have been in discussion on the development of Quality Plans (mentioned in the draft Transport Bill). The Water and Power Industries have joined in the development and the hope is that the R.As will now get involved so that the Q.Ps will be ready to be introduced.

a) RAUC(S) Working Group Recruitment

There is currently one vacancy in the Inspections Working Group for a S.U. representative. SJUG will deal with this at the Pre meeting to the RAUC(S) Meeting on 5th June.

5. National & Local Coring Update

a) National Coring Update

See previous Item plus the following additional update comments: -

- The S.U.s have to check the accreditation details of the Contractor which will potentially be appointed. **Action – S.U.s**
- The Procurement Section will check the Tender and appoint the Contractor.
- G.C. asked for the Appendix A Reports to be completed and sent to him as soon as possible along with number of cores to be completed. **Action - All**
- Argyll and Bute are slightly behind on Milestone 3 but should have caught up by Friday.
- The Core Allocation for the Trunk Roads is with Transport Scotland who will allocate it to the Trunk Road Operators. There will be no Utility Reinstatements to be cored on the motorway.

b) Local / Internal Coring Programmes Update

There was no update to this Item.

6. SRWC Report & Performance

a) SRWC Report

A summary report from the O.S.R.W.C. was provided as follows: -

- No Scottified version of the Fibre Toolkit will be issued and the English Version which was previously issued by the DfT has little relevance in Scotland being covered by the suite of Advice Notes and Codes issued in Scotland and available on the Commissioner's web site. The Register deals with the Noticing for the sites.

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 Dashboard format had been revised to provide all R.As and S.U.s on the one Schedule for all Scotland. The R.As would now be able to see how their performance is comparing with the other R.As in the same peer groups and in the same way the S.U.s could compare with other similar Organisations. Any comments on the new format should be sent to the O.S.R.W.C. via enquiries@roadworks.scot
- Any performance which was in the red should be commented on to enquiries@roadworks.scot
- West Dunbartonshire is working on a programme of improvement in conjunction with the Commissioner's Office.
- The Targets indicated on the schedule had evolved over time. As performance has improved the targets has been revised. The Noticing Failures target was now set at 4% which was being achieved by a number of Organisations who issue a high numbers of Notices.
- The unplanned works were being monitored. Some S.U.s e.g. SGN required to deal with reports of potential escapes and these needed to be dealt with on an emergency / unplanned basis.
- The performance by the R.As on reducing emergency / urgent works had improved but there were still a good number showing red or amber in this category. The Commissioner was asked to review the 4% level which was currently set as it was possibly set too high to accommodate the works requirements. **Action -O.S.R.W.C.**
- The Commissioner was of the view that the performance would continue to improve, and the Targets would continue to fall.

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

P.MacN. indicated to the Committee that he had brought along a selection of Safety Bulletins to the meeting. These Bulletins were produced by BEAR Scotland to circulate round the Operatives to raise awareness of safety issues which they should consider in their daily operation.

In future relevant new Bulletins would be circulated to the meetings along with the agenda papers.

It was noted that SPEN meetings included in their agendas an Item referred to as Safety Contacts. These items included discussion on safety issues which had come to their notice and were of value to the attendees.

All Organisations were asked to provide the WoS meetings with any safety papers being circulated to their staff.

Action- All

Comment was noted on the wearing of identity cards on lanyards when driving. An incident had occurred where in a r.t.a. the air bag had activated and caused injury to the driver related to the wearing of the lanyard.

Scotland Transerv had introduced a standard form for Site Supervisors reporting abuse / attacks on site operatives by drivers or others through traffic management e.g. temporary traffic control. These forms were also used for recording drivers / vehicles ignoring closures and arriving at the works wanting to pass. The information from these forms was passed to the Police who would follow up on the matter. The driver could receive a warning, fine or custodial sentence.

Safety is a priority and discussion at the Area meetings should be encouraged.

b) Traffic Management Issues

Lindsay Henderson was on the Working Group dealing with Training and Accreditation. The Question Bank is being reviewed and it is hoped that the new questions would be available for assessment in 2020.

It was noted that where a closure affected residents there was no legislation requiring the R.A. to provide an alternative public transport facility. The main advice was that a conversation should be held with affected parties as early as possible.

8. Information on Strategic Programmes of Works

a. R.A. Programmes

UEFA EURO 2020 will take place and affect the roads in Glasgow as above.

The West Dunbartonshire resurfacing programme will be circulated soon. The programme has been produced to avoid S.U. programmed works but any S.U. which notices a conflict should make contact as soon as possible.

R.Mack. has indicated that he wants R.A. and S.U. Capital schemes notified to the Local RAUC in order that all are aware of programmes.

Action - All

Renfrewshire will circulate their resurfacing programme.

b) S.U. Programmes

The Lomond Bridge on the A 811 will be closed from October for 6 months. Diversions will be signposted A813 / A82.

Works on the A814 Glasgow Road at Greenhead Road by SGN will cause traffic problems. The closure commences on 28thMay and lasts for 7 weeks.

c) Update – Broadband Rollout

DSBB Programme is still on planned Programme Targets and have achieved nearly 3850 LIVE CABS and over 625 LIVE fibre PONS across all the 27 Councils in the Rest of Scotland Area.

Deployment is now mainly through Fibre to the Premise (FTTP) and Exchange Only Line (FTTC EO) solution. FTTP deployment involves less civil engineering works and there should be a reduced impact on Roads Authorities and other utilities. There will probably be potholing and moleplough works in rural areas.

The Extended Build Programme is now running until December 2019 and will be predominantly FTTP deployment.

Beyond that there is a further deployment planned, termed “Reaching for 100”, to cover the remaining premises that will be without access to Superfast Broadband. This contract is currently going through a complex procurement process, with award expected sometime this year.

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 Inspections App has been rolled out. Access to the App is via the support desk. Some problems with the use of the App are being investigated.
- The invoices for the Fees and Amounts 2019/20 were sent out on the 3rd May for payment by the 2nd June. An estimate had been issued in April which had allowed Organisations to prepare for making the payments i.e. requesting Purchase Orders. So far there was a good response with payments being received.
- Aurora – The Change Requests which were received had been held back as there was no sense in introducing them on the existing system. They will be reviewed and where relevant they will be put forward for introduction in Aurora if they have not already been incorporated.
- This round of training is the last one on Insight.
- Training for Aurora is currently being discussed with Symology. The cost of the provision must be set against what is required and what the learning outcome will be. Other issues are the cost to the Organisations for staff attending the training. The training will be provided on the basis that the Legislation, Codes etc. are not changing and it is only the system which needs to be clarified to the users. The training is likely to be provided online and will be available in advance of the roll out in April.
- There will be an automatic transfer of data but Symology may require input from time to time to complete the process.
- The new system will be easier to operate, so new users should be able to pick it up quickly.
- An Advice Paper is on the Web to give guidance on Receiving and Reviewing Notices.
- Gamma has sold its assets in Scotland so is no longer a S.U.

11. Gazetteer Report

I.R. commented as follows: -

- A forum meeting for Gazetteer operators was held in Dundee to look at the new USDTF4 conventions. Updated gazetteer maintenance software will be required.
- Improvement Services is taking over the Gazetteers and uploads will be sent to that Organisation in future. They will be the source of the Gazetteer in Scotland and will provide it to Symology for the Register. They will shortly contact the R.As and others who have a gazetteer e.g. Network Rail and Transport Scotland (this may already have happened) to provide assistance and agree the protocol for uploading data and maintaining the gazetteers.

12. Systems Assurance Team

C.G. commented as follows: -

- The Team will be busy over the next few months proving the system before it is rolled out next year.
- The Change Requests will only be progressed in Insight if they are of an urgent nature.

13. Community Apparatus VAULT

The disclaimer should clarify to users that the content may not be complete. Additional information can be added to the data boxes.

If VAULT becomes mandatory there may be a need for changes to be made to the disclaimer to reflect the content of the data provided.

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. Performance Reviews

The Commissioner reported that the drafting of the next round of Performance Reviews had already started with the intention of having the issued earlier.

d. SROR Revision

A revised SROR will be published soon on the Web containing a section on Narrow Trenching. This document reflects the data collected in the recent consultation on narrow trenching.

e. Permits / Use of the Register

The Commissioner commented on the costs related to using the Register against the comparative costs of paying for Permits. An Organisation such as Openreach pays some £113000 for using the Register but the cost of Permits in Scotland would be about £1.3 million. This represents a considerable saving to the large S.U.s.

f. Transport Scotland Bill

K.Q. commented on the Bill process to date as follows: -

- The Committee stage was completed, and the information which was collected was being considered in the next stage of drafting.
- The Bill is now on Stage 2 and will be subject to further debate in the next two weeks. The process of completing the process is about halfway through and the Bill should be published in the early summer next year.
- In addition to the sections dealing with Road Works the Bill contains sections on Public Transport and Carparking.

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 August 2019

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

Future Meetings: - November Meeting

Tuesday 26th November 2019

Meeting ended – 12.05pm