



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

**Minutes of the
QUARTERLY MEETING**

Date: 22nd February 2022

Meeting held on MS TEAMS

Present:

Stephen Scanlon (Chair)	S.S.	Openreach
Steve Arnott	S.A.	West Dunbartonshire Council
Caroline Auld	C.A.	Network Rail
Kevin Burns	K.B.	Inverclyde Council
Joao Carmo	J.C.	SPEN
Martin Cochrane	M.C.	M8 DBFO
Gavin Cook	G.C.	East Renfrewshire council
Stefeni Cownley	S.C.	ESPUG
Karyn Davidson	K.D.	Vodafone
Jillian Donaldson	J.D.	Renfrewshire Council
Jim Forbes	J.F.	CityFibre
JJ Van Graan	JJ V.G.	Lumen Technologies
Mike Gray	M.G.	Bear Scotland N.W.
Julie Greig	J.G.	SGN
Frederick Hart	F.H.	Argyll and Bute Council
David Hearty	D.H.	MBNL-EE/3
Lindsay Henderson	L.H.	O.S.R.W.C.
Rob James	R.J.	Network Rail
Claire Kirkpatrick	C.K.	West Dunbartonshire Council
Carole McDonald	C.McD.	CityFibre
Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
Andrew Matheson	A.M.	Virgin Media
Craig Muir	C.Mu.	SSEN
Christopher Murray	C.M.	Sky
Ronald Murray	R.M	Petroineos
Katrina Quane	K.Q.	Scottish Government (TS / SG)
Alex Rae	A.R.	SGN
Iain Ross	I.R.	O.S.R.W.C.
Wendy Ross	W.R.	Transport Scotland T.S.
Ruth Scott	R.S.	SSE Telecom
Lewis Stacey	L.C.	abs Streetworks / LastMile
Callum Stewart	C.S.	Glasgow City Council

Present (continued):

Alistair Wales A.W. Verizon

In Attendance:

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

Apologies:

David Allen	D.A.	Amey / M8 DBFO
Jamie Barr	J.B.	East Renfrewshire Council
Lesley Craig	L.C.	Renfrewshire Council
Gerry Cullen	G.C.	Transport Scotland T.S.
Barry Hall	B.H.	GTC
Owen Harte	O.H.	Virgin Media
Graham Milne	G.M.	O.S.R.W.C.
Clare O'Brien	C.O'B.	Argyll and Bute Council
Elaine Stewart	E.S.	SPEN

1. Welcome, Attendance and Apologies

Stephen Scanlon welcomed all to what will be the last meeting of the West of Scotland Area RAUC. This meeting was being held on MS TEAMS.

Apologies were recorded as listed above.

2. Approval of the Minutes of the Meeting Held on 23rd November 2021

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 23rd November 2021 on MS TEAMS 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 with the following additional comments: -

25th May 2021 Item No. 8 - Combined Reports and Comments (Scottish Water) - Use of 30 /14 Reinstatements

Scottish Water is still awaiting responses from the R.As either individually or in groups. A temporary agreement will be acceptable for the present pending the result of the SROR Review. All R.As / Areas are affected and an agreement will help in the move towards Net Zero and the manager dealing with that matter has written to some of his contacts in the Councils explain the request and asking for their support.

C.S. will check the progress of his response and contact F.McI.

Action – C.S.

J.G. commented that SGN are seeking the same agreement to assist in their carbon reduction and their evidence suggests that there is no detriment in using this material on Footway reinstatements.

The R.As were asked to respond to Scottish Water with their decisions. **Action – R.As**

The subject will be remitted to RAUC(S). **Action – S.S.**

23rd November Item No. 10c – Meeting Dates

For the first two years the S.U. Co-Chairs for the North and East Areas have been agreed however the R.A. Chairs for the West and South Areas have still to be agreed. **Action – R.As**

J.D. queried the rezoning for the change of Area for Renfrewshire. She was informed that the new areas had been open to comment for at least a year and with no responses received the decision was ratified at RAUC(S) in September last year.

The issues relating to coordination should be dealt with at Local meetings leaving the Area meetings to deal with transfer of information up and down the ladder.

If there is a relevant issue to raise it can be passed to the Jim Forbes but it is unlikely that changes will be made before the review in two years time.

The management and administration of the new Areas should be prepared and in place by 1st April and the draft agendas should be tailored for the new Area Meetings.

3. National Coring Programme

C.McQ. reported as follows: -

- The coring sample had been available from the Register since the middle of January and all R.As should be preparing their draft samples to issue to the S.U.s for agreement. Only the Register sample should be used, and no individual sample should be run from the Register. If required additional samples can be arranged via the Support desk.
- To get the 2% sample the 30% sample download should be divided by 15. The minimum sample for a S.U. is 5.
- The current version of the Appendix A is available for completion from the Web Site.
- The results of the Coring Tender should be provided by 4th March.
- Draft samples should be issued to the S.U.s for agreement by the 28th February. Reserve sites should be included to assist in the agreement of the final sample. Marking up will commence as soon as the sample is agreed.
- Reminders will be issued to inform all what stage they should be at and the end date of the relevant milestone.
- Khub is available for all to transfer data and files. R.As must provide access permission to each S.U. Some training should be made available for both R.As and S.U.s who are not familiar with Khub. Only one file should be sent at a time so when sending photographs for instance they should be filed in a folder and that can be sent.
- S.U.s were reminded to send the details of their coring representative to L.H. at the O.S.R.W.C. immediately. This should have been done before Christmas and so far only 15 out of 57 have responded.

- C.F. commented that due to CityFibre using narrow trenching the number of suitable sites would be restricted. Some locations with overbreak could be cored but should be discussed with CityFibre.

4. **Matters Arising from RAUC(S) Meeting 1st December 2021**

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

- A presentation was given to the meeting by O.S. / NUAR on the NUAR project which will provide a similar facility to VAULT south of the border.
- Fees and Amounts – A working group has been set up to review the R.A. / S.U. split of the fees and amounts. The members of the group are David Armitage (Aberdeenshire) / David Carter (South Lanarkshire) and 1 other to be appointed and the S.U. Representatives are Fiona McInnes (Scottish Water) / Julie Greig (SGN) / Stephen Finch (Openreach) (S.F. may need to be replaced as he has moved to another Area in Openreach).
- There was a good discussion on the request to use 30/14 HRA in footway reinstatements.
- Advice Note No. 3 was approved and has been published on the Commissioner’s web site.
- New Constitution – Chairs for the various Committees need to be appointed and approved prior to 1st April 2022.

a. **RAUC(S) Working Group Recruitment**

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

- The Coordination Working Group is not sitting at present but when required F.McI. will be the S.U. Co-Chair.
- SJUG will be agreeing the members to be on the Working Groups following the introduction of the new Constitutions. To reflect the 4 new Areas the numbers of S.U. Representatives on each Group will be reduced to 4 to match the R.A. representation.
-

b. **Scottish Government Update**

The previously circulated paper was taken as read with the following comments from K.Q.: -

COVID-19 Update

- The First Minister announced on 25 January that, from Monday 31 January, new guidance recommends that employers should consider implementing return to office working or hybrid working where that can be accommodated.
- Homeworking, where possible, remains one of the most effective protections against Covid-19 however, there are benefits to be gained from Office working even if it is only part time in a hybrid model.
- New Guidance is available at: -
<https://www.gov.scot/publications/coronavirus-covid-19-offices/>
- Other guidance updated to reflect the above is available on: -
 - [safer businesses and workplaces guidance](#)

- [call centre and customer contact centre guidance](#) and [checklist](#)
- General guidance on wearing face coverings can be found on [Coronavirus \(COVID-19\): face coverings and masks - gov.scot \(www.gov.scot\)](#). Please note that wearing a face covering when traveling in a vehicle with people not from your home is still advised e.g. in car sharing or travel in a works vehicle.

Queens Platinum Jubilee Street Parties

- The UK Government Guidance is for Street Parties to be permitted where possible with the required permits issued. R.As have the powers to approve parties or suggest alternative locations e.g. parks or communal areas.

Transport (Scotland) Act 2019

The previously circulated batch diagram which was updated in December 2021 was commented on as follows: -

- This is the most recent list but changes are likely to be made as required.
- A number of Items will be updated in 2022 They include:
 - Review of accreditation qualifications (general)
 - A new requirement for R.As to have qualified operatives and supervisors
 - Works start and works clear / closed information to be provided within 2 hours. See paper and note comments in report below.
 - Update of SROR confirming new 6-year guarantee period
 - Bringing forward the status of VAULT in plant protection, e.g. confirming that the information in the register can be used for safe digging.
 - Mandatory submission of data to the VAULT is still planned for 2023.
 - Early work on Compliance Notices in preparation for the SRWC appointment of Authorised Officers (Inspectors)
 - Final removal of Items of Legislation which have never been introduced.
- The RQP Code of Practice has now been published on the SRWC website. In accordance with the powers of Section 17(4)(b) of the 2005 Act, The Scottish Road Works Commissioner has endorsed this code as best practice. This code is due to come before Scottish Ministers in 2023.
- The special case of Section 109 holders operating with a RQPs requires an update to Advice Note 22. The new Section 109 'template' allows the suggested process to be formalise, which will allow R.As to issue permission (or refuse permission) without requiring the application involvement from the SRWC.
- The Register itself needs to be amended to allow for the additional information gathered through the application process to be included with the intention to issue a license notification. The RAUC(S) Working Group should finalise the template and process for approval through the RAUC(S) protocol, with the involvement of the oSRWC in the process to allow those adjustments to be made.

Changes within Scottish Government

- For health-related reasons, Mr. Graeme Dey MSP has recently stepped down as Minister for Transport.

- Ms. Jenny Gilruth MSP has now been appointed Minister for Transport, supporting Mr. Michael Matheson MSP, the Cabinet Secretary for Net Zero, Energy and Transport.

The previously circulated paper about Works Start and Works Stop / Site Clear was taken as read with the following comments: -

- Section 117 of the Transport (Scotland) Act 2019 amends the way ‘work start’ and ‘works completed’ notices are handled. Broadly the changes will be as follows: -
 - When works are started, the period to update the register with the ‘actual start notice’ will be within two hours, rather than by noon the following working day.
 - When works are completed, to either an interim or permanent standard, the information will now be required within two hours, rather than by the end of the next working day.
 - In both cases, you will be required to supply the start and end time in addition to the start and end date.
- The operation of these arrangements was summarised by K.Q
- Implementation – the intention is to progress with a ‘soft launch. Work will begin on amending the necessary SSIs to detail the above. The Commissioner supports this approach and will ensure the Register is updated to allow Organisations to meet the requirements of the new shorter period, before it becomes legally required.

If there are any queries about any of the above, they should be referred to K.Q.

c) RAUC(S) / Area RAUC(S) Chairs / Meetings

See previous discussion.

5. **SRWC Report & Performance**

a) **SRWC Indicators and Statistics Reports**

L.H. provided a verbal report as follows: -

SRWC Management Report

RQP Launch Webinar - The Code of Practice for Reinstatement Quality Plans was published and posted on the Commissioner’s website on 20 January. A launch webinar was held on the same day. It was well attended with over 100 attendees.

Commissioner Best Practice Guidance - The Commissioner has updated his guidance on what he considers to be best practice under section 17(4)(b) of the Transport Scotland Act 2005. Essentially, all Codes of Practice, Advice Notes and Guidance published on the Commissioner’s website are considered best practice and failure to comply with any of these can be considered a failure to meet duties required under Sections 118 and 119 of the New Roads and Street Works Act.

Policy and Quality Manager Vacancy – The Commissioner has a vacancy for a Policy and Quality Manager. The postholder will have a lead role in assessing submitted RQPs and in working with stakeholders to develop the RQP process in the Community. Applications are invited from 7 February and the application pack will then be available from: - <https://www.myjobscotland.gov.uk>

The Closing date is Friday 25 February and applications should be returned to applications@srwc.gov.scot .

Engagement with SCOTS – The Commissioner has regular engagement with SCOTS, the Society for Officers in Transportation in Scotland through its Liaison Committee. The Commissioner would encourage all R.As to engage proactively with SCOTS to gain valuable insight into best practice and share experience with other local authority practitioners.

Research Project – Service Life of Reinstatements. Confirmation is awaited from SRRB that the consultant has been formally appointed after which the project will commence.

SROR – A couple of meetings have been held with the Co-Chairs of the SROR Working Group and it was agreed that frequent meetings will be held going forward starting in February 2022. The intention is still to submit a draft to RAUC(S) for consideration after the summer.

Performance

Dashboard - The previously circulated SRWC 2021/22 Q3 dashboard taken as read. Responses on poor performance should be submitted to the Commissioner's Office. All should remember that where they have performance in the red they should make contact with the oSRWC.

2020/21 Performance Reviews – Following the issue of the 2020/21 performance reviews a small number of Organisations continue to engage with the oSRWC on performance issues.

Improvement Plans - 6 Organisations are currently on plans with all co-operating to deliver a compliant performance.

All should note that poor performance across consecutive quarters will trigger intervention by the oSRWC.

Submission date for Q3 Improvement Plans for 2021/22 is Friday 15 February 2022.

Monthly Performance Monitoring - The Commissioner is developing a monthly monitoring dashboard which considers performance information covering all sectors. This information will be made available on the SRWC website. The publishing of this data will allow transparency and hopefully assist Organisations to bench mark their own performance against peer groups.

Recent monthly analysis had identified a particular non-compliant trend which required Commissioner intervention. Those affected all provided appropriate responses.

All Organisations should be aware that non-compliant performance should be investigated, and a response submitted to enquiries@roadworks.scot

If you have any comments on any of these items, please contact the office at: - enquiries@roadworks.scot

Safety/Technical Standards

L.H. provided the following verbal report: -

Robert Hudleston has stepped down as Co-Chair of TAG and appreciation of his contribution to the group over the years was recorded. Once a new Co-Chair has been appointed, RAUC(S) will be notified.

The work of TAG is ongoing with update Reports submitted to RAUC(S).

The Coring Samples were issued with information provided via the Aurora News Portal.

Management & Operation of SRWR

SRWR Support Desk

Symology have introduced a new telephone number for the SRWR Support Desk. The Support Desk can be contacted on 0808 196 8341 (or by email to srwr@symology.co.uk).

Issues should be reported to the Symology Support Desk in the first instance. If the Support Desk are not able to resolve the issue or have closed the issue without satisfactory resolution to your satisfaction, please escalate it to Iain Ross (via enquiries@roadworks.scot) along with details of the issue and why the Support Desk response does not resolve the problem.

Please be aware that Symology may, in line with industry best practice, wish to close the Support Desk case when it is escalated internally to their Development Team. Such cases are added to the Known Issues List and when resolved an announcement is made to the Community on release. These are instances where the Symology Support Desk are unable to resolve the issue, as such repeatedly raising the same issue will have little benefit and will not get it resolved any faster. As above, if there is an issue on the Known Issues List that is taking too long to resolve please escalate it to Iain Ross. More information can be found on: -

<https://aurora-portal.symology.net/category/srwr-news/known-issues/>

<https://aurora-portal.symology.net/category/release-notice/>

There have been a small number of reports from Symology Support Desk staff, particularly following the release of Aurora Ver. No. 2, that some customers have been exhibiting behaviour that staff have found to be disrespectful. The Commissioner wishes to remind all members of the Community to be respectful in their dealings with Support Desk staff and that bullying in any form will not be tolerated. Should there be a problem with the service provided by Symology it should be escalated to the Commissioner as described above.

Dial before you Dig Service

The Commissioner has asked for a reminder to be given about the process described in RAUC(S) Advice Note 1 - The Exchange of Plant Information, particularly for responding to plant information requests through the Dial before you Dig Service which is provided on behalf of the Community by Symology.

Any response you wish to make to the applicant, should be sent directly to the originator of the request, using the contact information provided in the Plant Information Request. These individuals do not have access to the SRWR so cannot see what data has posted on Vault or any comment you place on the SRWR against the P.I.R.

SRWR User Satisfaction Survey

To help the Commissioner gauge the effectiveness of the Scottish Road Works Register a questionnaire has been circulated to all users of the Register. It's relatively simple and should only take about 6 minutes to complete. All Organisations should encourage their users of the SRWR to complete this questionnaire.

The link can be found in the Aurora Portal under News. Or via: -
<https://forms.office.com/r/6KtLj5Ngfi>

New Undertakers

Forbury Assets Limited (Electricity) have been given access to the SRWR.

Changes to Inspection Reporting and Processes

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

To allow the Commissioner track outstanding reinstatement defects, several changes are proposed to the inspection processes used on the SRWR. The aim is for the SRWR to be able to report on defects that have not been repaired in a timeous manner. These changes will ensure both S.U.s and R.As follow the procedures described in the Code of Practice for Inspections.

To this end the register will start reporting on defects which have not been repaired by an S.U. more than 6 months after they were recorded. To encourage R.As to record when a final inspection pass (D/3 or DA3) is noted, the register will also report on inspections that have not had a follow up inspection for over 6 months.

The register will be updated to no longer allow a R.A. to remove a prompt for an inspection. Prompts will only be removed where the required inspection takes place, or where the original defect is withdrawn, or a final inspection is recorded as a pass.

These changes will be implemented on 1 April 2022. Following this date the Commissioner expects all S.U.s and R.As to follow the correct procedures, as described in the Code of Practice for Inspections. Also on this date any D/2, D/3, DA2 or DA3 prompts for R.As with a Due Date before 1 April 2021 will be automatically cleared down. For S.U.s any Inspection Awaiting Assessment due before 1 April 2021 will also be cleared down.

All should note the content of the previously circulated paper (summarised above) for this meeting describing these changes in detail. Should you have any concerns or questions please raise them with the Commissioner at enquiries@roadworks.scot.

Vault

The Commissioner met recently with a group from Atkins who are working for the Geospatial Commission on their NUAR project. They are interested in Vault and asked if some of the R.As and S.U.s using Vault as well as those providing data to it would be prepared to discuss their experience with them. As such RAUC(S) are asking for volunteers to talk to Atkins. Please contact I.R. to record an interest. **Action – All**

J.F. and J.G. offered their assistance with the meeting with Atkins.

R.A. volunteers are requested to contact I.R. to assist in the meeting. **Action – R.As**

6. **Improvement Notices**

There were no Improvement Notices recorded in the last quarter in the WoS Area.

7. **Health and Safety**

The previously circulated Bulletins were taken as read.

8. **Environmental Issues**

This is an important Item and Members were asked to report on any developments in materials or methods of working which could assist others in their efforts to move towards Net Zero.

9. **Combined Reports and Comments to cover Local RAUCS reports; Programmes of Major Works; Proposed Changes to Road Designations; Local Coring**

Frederick Hart – Argyll and Bute Council

- The 22/23 works programme is being progressed.
- The existing works programme is posted on the Register.
- Scottish Water were asked to note that closures had been used on sites without permissions and without notifying the office. This was not acceptable.
- Scottish Water had outstanding defects which need attention.
- There are a number of problems with Openreach defects in Jura and Islay not being dealt with. K.N. have indicated that they are awaiting clearance to progress the work.
- SSEN – A response is awaited on a request to deal with a shallow cable on Islay. In Oban defects have not been dealt with resulting in a vehicle being damaged. C.M. will raise this matter with the Oban depot.

Gavin Cook - East Renfrewshire

- The 2022/23 programme will be posted on the Register.
- Contact has been made with the S.U.s regarding the proposed coring site programme.

- G.C. has a new telephone number which he will circulate.

Calum Stewart - City of Glasgow Council

- The last Glasgow Local RAUC meeting was held in the previous week.
- Sample Cat B and C performance was discussed with the S.U.s.
- The programme for 22/23 will be posted on the Register.
- The ongoing Woodside viaduct scheme has been added to the Agenda.

Kevin Burns – Inverclyde Council

- The works programme is recorded on the Register.
- The problem of consequential damage on a Scottish Water Site is still awaiting action.

Jillian Donaldson – Renfrewshire Council

- The programme is posted on the Register.
- There were no other issues to be raised.

Claire Kirkpatrick – West Dunbartonshire Council

- The 22/23 Programme is being drafted and will be posted on the Register.

Michael Gray – BEAR Scotland N.W.

- The works are posted on the Register.
- Three resurfacing schemes on the A83 are due to be carried out with overnight closures.
- The work at the Rest and be Thankful is ongoing using the diversion when required. A Web page has been set up dedicated to the site with up to date information.

Scott Sutherland- -M8 DBFO

- There were no issues to raise.
- The works are posted on the Register.
- There were no problems with the Dash Board performance reports.
- David Allen has moved from the SW Area TRO and has taken over from Scott Sutherland.

Wendy Ross – Traffic Scotland

- The work projects are on the Register.

Paul Lynch – Amey (South West Trunk Road Operator)

- There was no report submitted.

Jim Forbes / Carole McDonald – CityFibre

- All works are on the Register.

- Meetings are being held with R.As regularly to discuss the ongoing programmes.
- R.As and S.U.s are invited to discuss reinstatement works and duct sharing.
- J.F. thanked C.S. for the collaboration on CityFibre works in Glasgow.

Energy Assets – No report received.

ESPUG – Stefani Cownley

- All works recorded on the Register.
- No issues to be raised.

Barry Hall - GTC

- No report submitted.

Lewis Major – LastMile

- No report submitted.

JJ Van Graan – Lumen

No issues to be raised

David Hearty - MBNL-EE/3

- All works on the Register.

National Grid – No report received.

Caroline Auld – Network Rail

- No issues to be raised

Ruth Scott - NEOS Networks

- No issues raised.

Stephen Scanlon – Openreach

- Work on the R100 project is progressing.
- If there are any issues, they should be passed to him.

Ronald Murray – Petroineos

- No works in the Area.

Fiona McInnes – Scottish Water

- Works are posted on the Register.
- Discussions are taking place with Scottish Fire and Rescue about Fire Hydrant maintenance. If there are any sites requiring urgent action details should be passed to F.McI.
- Where resurfacing is being carried out Scottish Water will provide replacement covers and frames free of charge.
- Discussion is required on the East Renfrewshire coring sites.
- F.McI. indicated that there were no outstanding unattributable works sites awaiting repair in Argyll and Bute. She asked for details of the sites and she will deal with the matter off line.

Craig McQueen – Scottish Water

- The works on the Capital programme have been posted on the Register and will be discussed at the Local RAUC meetings.
- The internal coring programmes are ongoing, and the results will be passed to the relevant R.As when they are agreed.
- C.McQ. will contact G.C. regarding the coring programme.

Julie Greig - SGN

- A.R. retires on 1st April.. J.G. wished A.R. all best wishes for his retirement and thanked him for his assistance. This was echoed by the R.A. and S.U. Representatives.
- Ian Dalrymple has accepted a post with BT Openreach. J.G. thanked Ian for his assistance.
- There was a staff shortage so J.G. asked the Community for patience in dealing with issues.
- J.G. asked for more information and photographs to be provided on Unattributable works and Defect Notices.

Chris Murray – Sky

- There are no works planned at present and no issues to be raised.

Joao Carmo – SPEN

- There were no issues to be raised.

Craig Muir – SSEN

- All works are recorded on the Register.

Andrew Matheson – Virgin Media

- Two projects (Pollack and Cardonald) are programmed for 2022.

Karyn Davidson – Vodafone

- No issues to raise.

Alistair Wales - Verizon – No report received

10. 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. Meetings in 2022

This was the last meeting of the SW Area RAUC. S.S. was thanked for Chairing the meetings over the last two years.

S.S, thanked all for their support during his two years Chairing the meetings.

11. Date and Venue of the Next Meeting

The next meeting will be under the new Constitution with some Organisations moving to SAREA and new Organisations Joining WAREA form other existing Areas.

**Next Meeting: – WAREA - Tuesday 14th June 2022
SAREA – Thursday 16th June 2022**

Venue: - MS TEAMS

Future Meeting

**WAREA – Tuesday 11th October 2022
SAREA – Thursday 13th October 2022**

Meeting ended – 12.20