



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

**Minutes of the
QUARTERLY MEETING**

Date: 23rd February 2021

Meeting held on MS TEAMS

Present:

Stephen Scanlon (Chair)	S.S.	Openreach
David Allen	D.A.	Amey (South West)
Caroline Auld	C.A.	Network Rail
Jamie Barr	J.B.	East Renfrewshire Council
Kelly Bibby	K.Bib.	ABS Street Works / Lastmile
Kevin Burns	K.B.	Inverclyde Council
Rachel Callaghan	R.C.	Amey
Joao Carmo	J.C.	SPEN
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
Mike Gray	M.G.	Bear Scotland N.W.
Barry Hall	B.H.	GTC
Claire Kirkpatrick	C.K.	West Dunbartonshire Council
Katrina Quane	K.Q.	Scottish Government (TS / SG)
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
Owen Harte	O.H.	Virgin Media
Carole McDonald	C.McD.	CityFibre
Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
Craig Muir	C.M.	SSEN
Christopher Murray	C.M.	Sky
Ronald Murray	R.M	Petroineos
Clare O'Brien	C.O'B.	Argyll and Bute Council
Alex Rae	A.R.	SGN
Iain Ross	I.R.	O.S.R.W.R.
Ruth Scott	R.S.	SSE Telecom
Lewis Stacey	L.S.	ABS Street Works / Lastmile
Callum Stewart	C.S.	Glasgow City Council
Elaine Stewart	E.S.	SPEN
JJ Van Graan	JJ.V.G.	Centurylink

Alistair Wales In Attendance:	A.W.	Verizon
George Borthwick	G.E.B.	Secretary to RAUC(S)

Apologies:

Gavin Cook	G.C.	East Renfrewshire Council
Jim Forbes	J.F.	CityFibre
Julie Greig	J.G.	SGN
William Lygate	W.L.	Energy Assets
Allan MacKechnie	A.MacK.	SSEN
Allan Stewart	A.S.	Amey / M8 DBFO
Scott Sutherland	S.S.	Amey / M8 DBFO

1. Welcome, Attendance and Apologies

Stephen Scanlon welcomed all to the West of Scotland Area RAUC meeting which was being held on MS TEAMS.

Apologies were recorded as listed above.

2. Approval of the Minutes of the Meeting Held on 24th November 2020

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 24th November 2020 on MS TEAMS were approved with the following two changes: -

Page No. 6 – Item No. 5 SRWR Report

In the final bullet point “unloaded” should read “uploaded”.

Page No. 8 - Item No. 7

Paul Lynch is the representative for Amey

b. Action Tracking Summary

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

3. National Coring Programme

C.McQ. reported as follows: -

- The Coring Programme will be held based on the Reinstatements carried out between 1st January 2021 and 31st December 2021.
- The Roads Authorities will need to agree a Lead Authority. It appears from the record of which R.As have carried out the previous programmes that the Lead Authority will be either Argyll and Bute or Inverclyde. C.O’B. will be away from work for about 6 months,

- potentially not returning until February 2022, so A & B may be unable to be the Lead, but she will discuss the matter with her Manager and get back to the other R.As.
- The Sample Report will be provided by the Register in January 2022.
 - The Milestone dates will be based on the last Programme and will be provided in due course to the Community.
 - Ian Jones will continue as the R.A. Co-Chair for the Programme.
 - The review of Local / Area RAUC Boundaries may affect the programme so this will be raised with the Review Group.
 - The programme is a burden on all Organisations and suggestions to lighten the load are being considered.
 - The use of cores from internal programmes is not compulsory but should be considered if they are in a reinstatement highlighted in the sample report. This will reduce the workload in completing the programme.

4. **Matters Arising from RAUC(S) Meeting 2nd December 2020**

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

- The Corring programme was discussed. The comments above from C.McQ. updates these discussions at that meeting and at the subsequent Working Group meetings.
- Health and Safety – All should share bulletins and relevant events from their Organisations with the Community.
- Advice Note No. 8 Temporary Traffic Signals Review – The Working Group are still drafting the revised document and they will circulate the draft for consultation in due course.
- The Red Book is being reviewed and the Community will be informed of progress.
- The SROR Review is underway.
- Advice Note No.4 - Inspections, Defects & Other Charges is being reviewed by the Inspections Working Group. The changes are related to tidying up language, grammar, and References. The draft will be discussed at the March RAUC(S) Meeting.
- CoP 26 was discussed, and further information will be provided later in this meeting Agenda.

a. RAUC(S) Working Group Recruitment

Recruitment – A WoS Area R.A. Representative is still required for the SROR Working Group but so far, no volunteer has come forward. The Committee noted that it was important that the Area was Represented in the Review of the Code. Anyone wishing to volunteer should contact Martin Polland the RAUC(S) R.A. Co-Chair.

A WoS S.U. Representative is required for the Coring Working Group and again it was important that the vacancy is filled. Anyone wishing to volunteer should contact Jim Forbes the RAUC(S) S.U. Co-Chair who would raise it at SJUG.

b. Scottish Government Update

K.Q. commented as follows: -

- There was no new Covid Guidance relevant to Road Works issued since the last meeting.

Transport (Scotland) Act 2019

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

- The paper indicated the legislative processes required to commence the Sections of the Act e.g. Secondary Legislation, revision of Codes etc.
- The commencement was about a year late due to Covid, Brexit and the 2021 elections.
- The first Column indicates the Batches which will be commenced in the order they will be progressed. There is always the possibility that priorities may change, and the batches will be rescheduled.
- On the schedule green indicates the legislation has been completed while red indicates action is still required.
- Plain English has been used to replace Legal speak to make it easier to understand. Section Numbers have also been omitted to avoid confusion with the Section Numbers in previous legislation.
- There will be a need for further consultation and revisions to codes and advice notes.
- There are some Sections of Legislation which have not been commenced in previous legislation and are not required. These will be cancelled as Government time allows and as they are generally not requiring much time, they will be slotted in to the business of the Government as the opportunity arises.

c. COP 26 November 2021

Alex Rae provided a report on the COP 26 which will be held in Glasgow in November 2021 having been cancelled in 2020 due to the Covid 19 outbreak. He commented as follows: -

- Planning is now in place for the organisation of the event.
- The embargoes, diversions and closures are being agreed. These will to a large extent be focused on Glasgow, Edinburgh and the Central belt but depending on where the Delegates are staying the footprint will be expanded.
- The amount of plant in Trunk Roads is limited but it is the R.A. roads where programmes will be affected.
- The security in the area of the SECC and the Clydeside Expressway will be at a very high level and access arrangements to deal with plant will need to be in place at an early date.
- D.A. requested that his name be added into the circulation list for papers related to the road arrangements for this Event for the Trunk Roads in the South West Trunk Road area.
- The dates embargoes, closures etc need to be made available as soon as possible to allow works planning ahead / during and after the event.

5. SRWC Report & Performance

a) SRWC Indicators and Statistics Reports

The Commissioner provided a verbal report as follows: -

- The SRWC dashboard for 2020 / 21 Q3 had been circulated and was taken as read with the following comments: -

- Organisations continue to programme works to accommodate the problems raised by Covid. Projects are being rescheduled where necessary to complete annual programmes before the end of the financial year. Work levels are tending to return to the pre Covid levels.
- All Organisations should email the Commissioner’s Office with their plans to deal with poor performance in any of the Report categories.
- Any queries should be passed to G.M.
- 2020/21 Performance Reviews – The office is reviewing options to provide an appropriate review for Organisations delivering their works while accommodating the Pandemic restrictions. The process to be adopted will be shared with the Community prior to the May round of RAUC meetings, with the probability that Q1/Q2 performance will be ignored.
- 2021/22 Performance – The office is reviewing a number of indicators in light of the continuing improvements with any changes related to standardising performance across all sectors. The Community will be given the opportunity to comment prior to publication.
- Improvement Plans - Organisations currently under review have submitted their Q3 2020/21 plans and the oSRWC has completed follow up review meetings where required. Organisations on plans are reviewed quarterly. Currently there is still 1 RA and 4 S.U.s on improvement plans. It is likely that 2 of these Organisations will have their plans closed before April 2021.

The Q4 submission date is Friday 16th April 2021.

a. Monitoring and Improving Compliance – No. 3 SRWR Dashboard Changes

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

- The Commissioner has published ‘Monitoring and Compliance Bulletin No. 3’ to clarify recent changes to the dashboard to reflect the continuing improvements delivered by all sectors. If there are any issues or queries about the content of the paper, they should be passed to G.M.

SRWC Report

The following comments were made: -

- Time Critical Updates - COVID-19 are available on the Commissioners web site in the news page at <https://roadworks.scot/news>.
- The SRWC issued a statement on reinstatement materials on 14 January 2021 which relates to the following: -
 - All requests for alternative reinstatements (in line with the SROR and the guidance given) are to be considered favourably – this relates to all utility companies, not just water, power and gas.
 - The statement applies to all geographical areas in Scotland. The guidance from the Scottish Government is to reduce interactions which means requests are appropriate no matter where the work is being carried out. The practice should be the same for all R.A. areas.

- Please update the works description as necessary. IR is working with certain sectors of the community to try and improve the way this change is identified however for the present the revised reinstatement should be recorded in the works description.
- The Community were reminded that things can change rapidly, and they were encouraged to continue to monitor the SRWC website as it was possible that the SRWC and the Scottish Government may have occasion to issue further guidance on undertaking road works. Any new publications by the SRWC will be issued via the circulation list of primary contacts and senior managers held by the SRWC.
- If updates are not being received, please contact Jane Dunlop and ask to be added to the circulation list (jane.dunlop@srwc.gov.scot).
- New SRWR Reporting Group - Progress has been made with outstanding issues categorised for review. The next meeting is mid-February when the group will develop the required statement for submission to Symology.

The Commissioner provided the following input: -

The Commissioner indicated that he had now been in the post for about 12 weeks. In that time, he had been finding his way into the post and reviewing the way the Office operated and the workload (including issues related to the new Act) which needed to be dealt with. He went on to comment as follows: -

- Noticing Works – The number of works recorded in the Register by the R.As continue to vary significantly across the Community and he intends to examine this issue closely over the coming year. The office will continue to measure notices per 100 km of road length and encourage all R.As to notify all their appropriate works on the Register.
- Inspections - Performance of S.U.s works is measured through the R.As monitoring. The SRWC is concerned that the way R.As are undertaking inspections is not consistent and further scrutiny and monitoring will be undertaken over the coming year.
- Safety – It is unacceptable for any road works to fail to comply with safety standards and it is expected that all Organisations will take a zero-tolerance approach to sub-standard traffic management. Adequate provision for the most vulnerable road users in society must be accommodated ensuring equality of access for people with mobility challenges. The SRWC will continue to engage, with stakeholders representing these road users to promote best practice within the industry to meet their needs. He will communicate with the Community to ensure the required site management is fully understood. The increase in Active Travel must also be accommodated.
- General Performance - The performance framework is being reviewed and changes are proposed to a number of targets and indicators going forward. These changes are expected to be introduced prior to the start of the 2021/22 monitor. Information will be provided as soon as possible, and all will be invited to submit comments.

Management & Operation of SRWR

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

- The sum to be collected for the Fees and Amounts has been set at £915k which is up from last year's sum of £911k. If any Organisation requires information on their share of the fees, they should contact I.R. The OSRWC will issue quotations at the beginning of March in order that all Organisations can prepare for making an early payment after the invoices are issued on 1st April.
- If there are any issues / problems / queries with the SRWR they should be passed to the Support Desk. If the response does not appear to deal with the matter or if there was undue delay it should be passed to I.R. who will investigate it.
- SRWR Webinars - Symology are planning to hold regular webinars, in place of the user forums held previously. At present the Webinars are fortnightly but this is likely to reduce to monthly as the initial backlog is covered. Reports received following the first of these events, held on 20 January 2021, were positive. Details of future events will be advertised on the SRWR Aurora Portal news page (<https://aurora-portal.symology.net/news>).
- Two new Undertakers, namely The Electricity Network Company Ltd. and Open Fibre Networks Ltd. (both part of the GTC group) will be given access to the SRWR from 1 April 2021.
- SAT, having completed the testing of the new version of the Register have now returned to reviewing Change Requests. Due to the workload they intend for the present to meet more regularly.
- Submissions to Community Apparatus Data Vault - A recommendation from the SRWR Steering Group will be made to the RAUC(S) March meeting that Submissions to Vault will be required once every 2 months, rather than quarterly/every 3 months. (Note: The option was always available to supply data every two months. The change is that it is now a requirement to do so).
- The OSRWC has issued a request to all Organisations to check / update their contact details. Some responses have already been received and all should ensure that their return is submitted as soon as possible. **Action – All**
- The Transport (Scotland) Act 2019 Seminar for Managers which was planned for last April is still to take place but due to the Covid Pandemic a new date has not been agreed with the Scottish Government.
- All Organisations should note that APIs are available to allow integration of systems directly with the Register

6, **Improvement Notices**

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

7. **Health and Safety**

All should provide comment on relevant safety issues and any internal Bulletins to the Community.

All should adhere to the requirements of the Red Book as a minimum when setting up a site.

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

Clare O'Brien – Argyll and Bute Council

- The works programme including the resurfacing sites in Helensburgh are being progressed.
- A major scheme on the A814, Cats Castle has been delayed. It will require a 3-week closure during which the diversion route will be via West Dunbartonshire, SW Trunk Road and NW Trunk Road networks. Discussions will be held with West Dunbartonshire.
- It is anticipated that staycation will have an effect on the routes in Argyll and Bute.
- All should note that permission is required to close a road. If in doubt contact should be made with C.O'B.

Jamie Barr - East Renfrewshire

- The schemes are being recorded on the Register and are being discussed at the LRAUC Meeting.
- There is a push to complete the programme before the end of the financial year.

Callum Stewart – City of Glasgow Council

- The next LRAUC Meeting will be held on 9th March. If any Representative has not received an invite, they should contact C.S.
- The proposed works programme for 2021 / 22 will be submitted to the meeting.

Kevin Burns – Inverclyde Council

Connection problems resulted in K.B. dropping out of the meeting.

Lesley Craig – Renfrewshire Council

- The draft programme for May and June is being posted on the Register.
- The programme will be issued for the Local RAUC Meeting via J.B.

Claire Kirkpatrick – West Dunbartonshire Council

- The Programme will be posted on the Register.
- No other issues at present.

Michael Gray – BEAR Scotland N.W.

- The works are posted on the Register.
- The resurfacing planned for March will be weather dependent.
- Night working is planned.
- The Rest and Be Thankful is continuing to be a source of problems with a closure over the previous weekend. Snow melt and weather generally is preventing remedial works progressing and causing more slips. Mitigation work is helping but there is more to be done.

- Diversion routes should be discussed with M.G. as part of works planning.

Clare O'Brien reported for Scott Sutherland – M8 DBFO.

- There were no issues to report with all works posted on the Register.

Gerry Cullen – Traffic Scotland

- The work is back to normal where it can be accommodated by Covid 19 guidance.

David Allen - Amey

- Works are being reprogrammed following previous delays.
- Gantry replacement is taking place on the network.
- Inspections and Cyclic work have commenced.

JJ Van Gran – CenturyLink

- No major works planed.

Carole McDonald – CityFibre

- All works are on the Register.
- Meetings with Renfrewshire and Glasgow are ongoing.

Kat Quane reported for – Digital Scotland

- R.Y. has retired but may provide input on a consultancy basis.
- Digital Scotland is a separate Section from Kat's but for this round at least she will make the report to the RAUC meetings.
- A revised staff structure is being created to deal with each Area.
- The Reaching 100% Programme (R100) is striving to extend the availability of next generation access (NGA) broadband infrastructure to meet the Scottish Government's commitment to enable superfast broadband access to 100% of premises in Scotland. To achieve this, the Scottish Government has procured coverage of NGA broadband infrastructure in areas where such broadband is currently unavailable. The procurement was split into three geographic lots, with Lot 1 (North) covering the north of Scotland and the islands, Lot 2 (Central) covering the central belt and Lot 3 (South) covering southern Scotland. All three lots were awarded to BT plc.
- BT is responsible for the contractual build against the three contracts via its prime contractor – Openreach. As this is a gap-funded contract, Openreach will build the network in line with its normal commercial approach. The vast majority of the build is full fibre to the premises (FTTP) and therefore the amount of civils work is greatly increased from previous Scottish Government funded programmes.
- Roads Authorities have access to the planned build across the contracts at premise level, providing an advance view of where and when activity will take place. Any

issues can be raised directly with Openreach and their contractors and/or raised with the Scottish Government's R100 team via the Stakeholder Director.

- If there are any issues they should be raised via Kat or direct to Duncan Nesbit.

Allan Crozier - Energy Assets

- There were no issues to raise.

Barry Hall - GTC

- No major work.

Lewis Major – LastMile

- No works affecting the Area.

David Hearty - MBNL-EE/3

- No major works or issues.

Caroline Auld – Network Rail

- Programmed works are all back on to normal.
- The programme is on the Register.

Stephen Scanlon – Openreach

- Works on the Register and progressing as usual.
- Fibre upgrades progressing.

Petroineos

- No major works and no issues to raise.

Fiona McInnes – Scottish Water

- Bursts and leaks have increased the workload.
- An extension to the agreement on reinstatements was being requested.

Craig McQueen – Scottish Water

- The new 6 year plan will commence in April.
- Contractors and contacts may change.
- Works are on the Register.
- Contact will be made with K.B. about a scheme at Inverkip and at the Greenock bus station.

Alex Rae / Julie Greig - SGN

- SGN is reorganising from 6 Depots to 4 Areas.
- A summary of the changes has been circulated. If there are any queries they should be sent to J.G.
- Invoicing is changing and if there are any queries they should be sent to J.G.

Chris Murray – Sky

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

Elaine Stewart – SPEN

- Works on the Register and going ahead more or less as normal but accommodating Covid 19 Guidance.
- If there are any problems, they should be passed with details to her for consideration.

Craig Muir – SSEN

- Works are customer driven and are recorded on the Register.

Ruth Scott – SSET

- No major works in the WoS area at present.

Owen Harte – Virgin Media

- A scheme is planned in Pollock later in 2021.

Karyn Davidson – Vodafone

- No planned major works.

Alistair Wales – Verizon

- No planned works in the Area.

9. 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. R.A. Premeeting

The R.As are to consider if a premeeting is required.

Action – R.As

10. Date and Venue of the Next Meeting

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

Next Meeting: – Tuesday 25th May 2021

Venue: - MS TEAMS

Future Meetings in 2021: -

Tuesday 24th August 2021
Tuesday 23rd November 2021

Meeting ended – 12.05pm