



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

**Minutes of the
QUARTERLY MEETING**

Date: 26th May 2020

Meeting held on MS TEAMS

Present:

Stephen Scanlon (Chair)	S.S.	Openreach
Caroline Auld	C.A.	Network Rail
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Jamie Barr	J.B.	East Renfrew Council
Joao Carno	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
Jane Dunlop	J.D.	O.S.R.W.C.
Stephen Fisher	S.F.	CenturyLink
Jim Forbes	J.F.	City Fibre
Clare Gordon	C.G.	Scotland Transerv
Mike Gray	M.G.	Bear Scotland N.W.
Julie Greig	J.G.	SGN
Kevin Hamilton	K.H.	Glasgow City Council
David Hearty	D.He.	MBNL-EE/3
Claire Kirkpatrick	C.K.	West Dunbartonshire Council
William Lygate	W.L.	Energy Assets
Dan MacConnely	D.MacC.	West Dunbartonshire Council
Fiona McInnes	F.McI.	Scottish Water
Graeme McLaren	G.McL.	Renfrew Council
Craig McQueen	C.McQ.	Scottish Water
Andrew Mathieson	O.H.	Virgin Media
Christopher Murray	C.M.	Sky
Ronald Murray	R.M.	Petroineos
Alan Podmore	A.P.	GTC
Iain Ross	I.R.	O.S.R.W.R.
Ruth Scott	R.S.	SSE Telecom
Elaine Stewart	E.S.	SPEN
Scott Sutherland	S.S.	M8 DBFO
Alistair Wales	A.W.	Verizon

In Attendance:

George Borthwick	G.E.B.	Secretary to RAUC(S)
Robert Young	R.Y.	Digital Scotland (Scottish Government)

Apologies:

Kevin Burns	K.B.	Inverclyde Council
Gavin Cook	G.C.	East Renfrewshire Council
Alex Rae	A.R.	SGN
Alistair Scott	A.S.	GTC
Calum Stewart	C.S.	Glasgow City Council
Stuart Watson (Chair)	S.Wa.	Argyll & Bute Council

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. Several Members had indicated their apologies due to being unable to access the meeting on MS TEAMS.

2. Approval of the Minutes of the Meeting Held on 25th February 2020

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 25th February 2020 in 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. National Coring Programme

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

Jamie Barr reported as follows: -

- All Appendices had been checked by the R.As and had been cross checked against the data on the Register and all Matched.
- The Data had been passed onto the Working Group Co-Chairs to collate with the other Area data to create the final Report.

C.McQ. reported as follows: -

- Thanks to all the people who have assisted in the programme.

- Confirmed the WoS data was submitted.
- Across the Community there had been problems with the data not matching.
- The final collated Report will be submitted to RAUC(S) towards the end of June.
- The data on the smaller S.U.s is critical as any error will skew their results to a much greater extent than the larger S.U.s with a large number of cores.
- At the present the National performance is 88% which is about 5% up on the last programme. The WoS Area result is about 89%. However the Transport Scotland results have still to be included in the collated results.

4. **Matters Arising from RAUC(S) Meeting 4th March 2020**

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

- The SROR was on hold pending the publication of the SROH which would be reviewed and considered for Scottification. *The SROH has now been issued and consideration will be given to the development of drafting the SROR.*
- There is a need to reduce the quantity of arisings being taken to landfill. Consideration needs to be given to creating a supply chain for recycling the material.
- The use of Viafix for reinstatement was raised. The view of the Committee was that as long as the material specification and its use conformed to the SROR it could be used. This may be a help to S.U.s working on the Islands where material is often difficult get.
- Coordination – The Working Group were awaiting progress on the the Transport Scotland Act.
- The Working Group Reviewing Advice Note 8 (Temporary Traffic Signals) have met and discussed the remit.
- There is still concern about setting the datum for laying plant in the verge and the SROR Working Group were asked to review this matter as a matter of urgency.
- There is concern about the wording of TTROs to ensure that they would bear questioning in Court if a case was raised. Scottish Water (Capital Schemes) want all R.As to agree TTROs with them and not their Contractors.

a. RAUC(S) Working Group Recruitment

Recruitment – There is a requirement for two new R.A. representatives for the SROR Working Group following two R.A. Representatives resigning. All should consider if they can give their input to the Group or even provide a suitably qualified member of the staff from their Organisation.

b. Scottish Government Update

K.Q. provided the following update: -

- The Legislation for Road Works is different from Construction and should be checked in the information provided on the Commissioners Web Site. The Road Map for the next stage of the lockdown easing could change the requirements.
- The Transport (Scotland) Act 2019 progress has been delayed and the Commencement Orders will now be some 2 to 3 months (possibly 4) later than planned.

- Covid 19 testing is provided for Operatives and a blank proforma has been issued for notifying Scottish Government of what staff had been tested weekly. All should complete the schedule and return it to K.Q.

The only information required is the name of the post and the number in any category tested.

Action - All

5. SRWC Report & Performance

a) SRWC Report

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

- Information from the Scottish Government on dealing with Covid 19 is being shared on the Commissioner's web site
- Progressing essential works is up to the promoter but must be in line with the Regulations and Guidance.
- Reference to working under the Covid 19 regulations and guidance must be recorded in the Works Description Text Box. All must action this request and note that it is being monitored.
- Where works need to be interrupted, reference should be made to the newsletter and to the memo and attached there to.
- The Commissioner's Annual Report has been published and can be viewed on the web page.
- The Fees and Amounts invoices were issued and as it is a statutory payment, they must be actioned by 1st June.
- Performance is being monitored but the standards may be modified during the periods affected by the Covid 19 virus.
- MACS had contacted the Commissioners Office and asked for a reminder to be issued to all to ensure that the access passed the sites were provided to accommodate mobility.

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

The previously circulated Dashboard Report for Q4 2019 / 20 with the performance data was taken as read with general comment on performance as follows: -

- All Organisations with performance indicated in red or even in amber should advise the Commissioner's office of the reason and plans to rectify the matter.
- The numbers of sites awaiting final reinstatement have risen and need to be monitored.

Management and Operation of the SRWR

A verbal report was provided as follows: -

- The Fees and Amounts invoices as commented on above were issued for 1st April and to date 49 of the 81 have been paid. All must pay by 1st June. If anyone wants to check if their Organisation has made their payment they should contact I.R.
- The roll out of the new version of the Register has been delayed. A date for the revised roll out has not been decided, but the Community would be given 3 weeks notice of the transfer.

- All should ensure that their staff are all trained now and not wait until later to avoid a late rush.
- All should review their staff access status on the Register. Where staff are no longer using the Register, they should be removed and where they only require limited access e.g. view only, they should be downgraded. This would have two benefits namely reduced training requirement and reduced numbers apparently needing access. A list of users and their level of access can be provided through the support desk.

Gazetteer Report

- The SDTF4 format introduction has been delayed and the R.As will be informed of a revised date however all should be making the required revisions. **Action – R.As**

Systems Assurance Team

- The SAT are completing their testing programme and then hope to meet as soon as possible to carry on their normal agenda e.g. reviewing Change Requests.

Community Apparatus VAULT

B.T. have provided a demonstration of their system to supply plant data via VAULT and it appeared promising.

6, Improvement Notices

The previously circulated report was noted as read. There were no Improvement Notices recorded in the last quarter in the WoS Area.

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

Stuart Watson – Argyll and Bute Council

Was unable to access the MS TEAMS

Jamie Barr – East Renfrewshire Council

Works schemes were being replanned to start when the lockdown arrangements were eased. Inspectors do not have access to computers at present. Inspections are only made following third-party reports and routine driven inspections. Action is only being requested where it is deemed to be an emergency.

Kevin Hamilton – City of Glasgow Council

No major works at present.
 Only Essential / Emergency / Urgent works being progressed.
 There are no changes to road designations.
 Some Staff have retired and in the current situation they cannot be replaced so that will have an effect on the work of the Council.
 Inspections are being carried out.

Kevin Burns – Inverclyde Council
Was unable to access the MS TEAMS

Lesley Craig – Renfrewshire Council

Resurfacing – Planning to start works about 1st July but will commence when lockdown allows.
There have been no changes to the proposed schemes.
Sample / Defect Inspections are ongoing.

Claire Kirkpatrick – West Dunbartonshire Council

Hoping for a July commencement to resurfacing schemes
The Lomond Bridge scheme has restarted on site.

Michael Gray – BEAR Scotland N.W.

The depots are open dealing with essential / Emergency / Urgent works.
Some Operatives have been furloughed
Works will hopefully recommence in July.
Night time closures are likely to be used.

Scott Sutherland – M8 DBFO

Programmed works are being restarted.
Essential / emergency / urgent works ongoing.
Scheme at Glasgow Fort is likely to start at an early date.

Gerry Cullen – Traffic Scotland

Essential maintenance of equipment as required otherwise on hold.

Clare Gordon – Scotland Transerv Services

Was unable to access the MS TEAMS but provided the following comments: -

Essential / emergency / urgent Network maintenance works ongoing.
Has some concern that the programmes on the network are going to be very busy post lockdown.

Stephen Fisher – Centurylink

No planned works.

Jim Forbes – CityFibre

Essential works are ongoing in Glasgow.
Thanks to K.H. and his team for their help in programming.

Robert Young – Digital Scotland

DSBB Programme is still on planned Programme Targets, and is due for completion at the end of year 2019/20.

Deployment is now almost exclusively Fibre to the Premise (FTTP), with around 80 installations remaining.

There is a further deployment planned, termed Reaching for 100% (R100), to address the remaining premises that will be without access to Superfast Broadband. There will be three Contracts – North, Central and South. Councils in the West of Scotland are within the Central and South Contract Areas. Glasgow City Centre is excluded as not eligible for State Aid Funding.

BT/Openreach have been awarded the Central and South Contracts. These Contracts are currently being mobilised. The R100 Programme team intend to meet with all Roads Authorities in Scotland to discuss the deployment of the works.

Thanks were recorded to all for their assistance.

Energy Assets

No Representative on call.

GTC

No Representative on call.

David Hearty – MBNL – EE/3

No major programme planned

Carrying out trial holes ahead of works programme.

Service specific works are being carried out with the appropriate risk assessment / social distancing.

There are Operatives working in the squads who all regularly work together and / or are related.

For hand washing alcohol-based sanitizer is not being provided. Water bottles, bowls and soap is provided.

Caroline Auld – Network Rail

Essential / Critical works being carried out.

Social distancing required.

Programmed works will be commenced as soon as possible.

Stephen Scanlon – Openreach

The guidance which is used for operating in the covid environment was previously circulated to all members for their information.

They are auditing notices.

Ronald Murray – Petroineos

No Representative on call.

Fiona McInnes – Scottish Water

Staff are home working.

Only essential works are being carried out. Workload down to about 59% of the normal level.

Schemes are being assessed for priority ahead of the lockdown being eased.

Housekeeping being carried out on the To Do Lists.

Craig McQueen – Scottish Water

Staff home working.

No joint inspections will be arranged for the present.

No internal coring is being carried out.

All works are closed down. Some sites have been left with T.M. in place. This is being checked each day as required.

Most of the works to be started when Lock Down is eased will be in general be off road or at Scottish Water installations.

Where works are being carried out on roads there may be an increased requirement for road closures to accommodate pedestrians, social distancing and the works.

High heras type fencing with wooden panels may be used to separate the site from the public.

Glasgow to Barrhead 800mm water main. Will liaise with all parties on the scheme.

Picket Law to Eaglesham Scheme is also planned.

Julie Greig - SGN

The Depots are opening up with distancing in place.

Only Emergency / Essential works at present.

On all defect notices photographs should be provided.

The plans are being made to start schemes after 15th June.

Chris Murray – Sky

There are no works planned at present.

Elaine Stewart – SPEN

Generally, all as above.

Planning to commence schemes from 1st June with the caveat that Covid rules must be accommodated.

Ruth Scott – SSET

Staff working from home,

No works planned in the WoS Area.

Andrew Matheson – Virgin Media

Only Emergency / Essential works at present.

Checking sites to ensure distancing is being followed.

Karyn Davidson – Vodafone

Staff home working.

Only Emergency / Essential works at present.

Signs to deal with the Covid requirements have been provided with Key Worker printed on the backs of High Vis Vests.

Checking sites to ensure distancing and signing requirements are being followed.

No plans to commence schemes yet.

Alistair Wales – Verizon

No planned works in the Area.

8. **Safety**

The workplace posters on Covid 19 working have been circulated for advice in Depots / Offices etc.

It was noted that anti 5G protestors have been hiding sharp objects on signs etc at 5G sites. Operatives should be aware.

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.

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 August 2020

Venue: - To be confirmed

Either: - MS TEAMS

**Or: - Alexander Bain House, 15 York Street, Atlantic Quay, Glasgow, G2 8LA
Lecture Theatre 1 and 2 Combined on Floor: G**

Future Meetings: - November Meeting Tuesday 24th November 2020

Venue: - MS TEAMS

Meeting ended – 11.35pm