

Item No. 2a



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

**Minutes of the
QUARTERLY MEETING**

Date: 26th November 2019

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

Present:

Robert Mackay	R.Mack.	East Renfrewshire Council
Caroline Auld	C.A.	Network Rail
Kevin Burns	K.B.	Inverclyde Council
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Joan Carno	J.C.	SPEN
Martin Cochrane	M.C.	Amey / SRP M80 DBFO
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
Graham Fearnley	G.F.	Energy Assets
Bill Fenner	W.F.	Sky
Jim Forbes	J.F.	City Fibre
Clare Gordon	C.G.	Scotland Transerv
Mike Gray	M.G.	Bear Scotland N.W.
Owen Harte	O.H.	Virgin Media
Lisa Haston	L.Ha.	SPEN
Douglas Haughy	D.H.	CenturyLink
David Hearty	D.He.	MBNL-EE/3
Patricia Kitchen	F.K.	Energy Assets
Fiona McInnes	F.McI.	Scottish Water
Graeme McLaren	G.McL.	East Renfrew Council
Peter Macnab	P.MacN.	BEAR Scotland N.W.
Craig McQueen	C.McQ.	Scottish Water
John Mitchell	J.M.	Verizon
Ronald Murray	R.M.	Petroineos
Alan Podmore	A.P.	GTC
Kat Quane	K.Q.	Transport Scotland
Alex Rae	A.R.	SGN

Present (Continued): -

Ruth Scott	R.S.	SSE Telecom
Jennie Willis	J.W.	West Dunbartonshire Council

In Attendance:

George Borthwick	G.E.B.	Secretary to RAUC(S)
Martin Pollard	M.P.	Transport Scotland / RAUC(S) R.A. Co-Chair

Apologies:

Andrew Matheson	A.M.	Virgin Media
Christopher Murray	C.M.	Sky
Iain Ross	I.R.	O.S.R.W.C.
Stephen Scanlon	S.S.	Openreach
Calum Stewart	C.S.	Glasgow City Council
Elaine Stewart	E.S.	SPEN
Stuart Watson (Chair)	S.Wa.	Argyll & Bute Council
Robert Young	R.Y.	Digital Scotland (Scottish Government)

1. Welcome, Attendance and Apologies

Robert Mackay, in the absence of Stuart Watson, agreed to Chair the meeting. He 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 27th August 2019

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 27th August 2019 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. Local RAUC Reports

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

a) Glasgow City

No Issues were remitted to this meeting.

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

No Issues were remitted to this meeting.

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

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

- The Committee noted that Keith Robertson of MACs (Mobility and Access Committee Scotland) had given a presentation on safe access through road works for persons with a disability. All should consider inviting him along to give the presentation to their staff (the Secretary was asked to circulate his contact details. **Action – Secretary**

Bear Scotland had taken up Keith's offer and the feedback from those who attended was good.

The Anglia / HAUC UK video on this subject is well worth viewing and used in conjunction with Keith's talk or as an alternative. A copy is available to borrow from the Commissioner's Office. Efforts were being made to have the video available to all via the Web and discussions are ongoing.

- The revised draft of the Inspections Code had been circulated for final comments before it is submitted to RAUC(S) for approval to publish.

J.F. has submitted some comments which will hopefully be incorporated into the final version. If there are any further comments, they should be submitted to the Working Group Chairs as soon as possible.

- The Transport (Scotland) Bill has now received Royal Assent and is now the Transport (Scotland) Act 2019.

A Commencement Schedule will now be prepared indicating the programme for introducing the various Sections of the Act. Commencement is likely to be carried out over some 3 years. All should be aware of the content of the Act and be preparing to deal with the Sections when they are commenced. A summary of the issues in the Act will be prepared and circulated to indicate the changes.

If there are any queries, they should be passed to K.Q. who will endeavor to answer them.

The legal / financial liabilities of the Commissioner will be dealt with at an early stage.

The Commissioner's inspectorate will be subject to consultation via the parliament. Inspections will be carried out on both S.U. and R.A. sites.

Early commencement is likely for the Red Book to become mandatory. This should not have any major effect on the operation of road works as it should currently be being used.

The Act will be published on the Web and the Secretary will circulate the link. **Action – Secretary**

Some of the Sections will need Regulation and will be subject to Consultation as it is progressed.

Maintaining data on VAULT will become mandatory.

a) RAUC(S) Working Group Recruitment

Recruitment – The groups are all fully subscribed at present but where a vacancy occurs the Community members should give serious thought to volunteering.

The Transport (Scotland) Act 2019 will give rise to changes in the existing codes and advice notes so there will be a need for Working Groups to be provided to deal with these revisions.

5. National & Local Coring Update

a) National Coring Update

The Committee noted the following verbal report: -

- The Working Group had met on Friday 22nd November.
- Progress on the programme is better than on the last programme. All should be endeavoring to maintain progress.
- Some R.As are needing to catch up on the milestones. West Dunbartonshire is being chased up.
- There had been some problems with communication and delivery of files due to fire wall settings.
- R.As should ensure that they pass information to S.U.s in the correct format.
- Scottish Water is chasing up data with R.As where they consider it is either late or missing.
- Transport Scotland should be sending out results etc to the S.U.s on behalf of the Trunk Road Operators. P.MacN. will chase this up. **Action – P.MacN.**
- The details of S.U. core sites which have been used in the programme should be recorded in the Appendix A.
- Argyll and Bute still have 4 SPEN sites which have not been cored. This will be followed up.
- Jim Clegg has been monitoring the programme and is chasing up R.As where he considers there is a problem.
- There have been problems with reinstatement depth on Type 1 roads. This is due to errors in the Reinstatement Code where the depth information is different in three sections. The depth depends on the binder pen and details of the delivery ticket should be checked to decide on the actual depth which should have been provided. If the tickets are not available a binder recovery is required to check the pen.
- R.As should check that all sites have been cored and results provided. Where sites are missed, they should be chased up with the Contractor as soon as possible. Where S.U.s have an issue they should be reported by email to the R.A. copied to C.McQ. and Ian Jones.
- Into the new year disputes should be raised and dealt with.
- The Working Group has noted the reports of poor daily whereabouts information being provided during the coring. A meeting has been arranged by the Areas which have used Socotec to discuss with them the problems which have occurred.

- In general the programme is up to date but every effort should be made to ensure that the results report is delivered on time.
- The next Working Group meeting will be held on 13th December.

b) Local / Internal Coring Programmes Update

There was no update to this Item.

Virgin Media coring results are being checked as some sites may not have been cored to the specification. O.H. will check this matter and get back to K.B. **Action - O.H. / K.B.**

6. SRWC Report & Performance

a) SRWC Report

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

- The Performance Reviews were issued to all Organisations. There were 7 R.As and 10 S.Us which were asked to provide further information on issues which related to their performance.
- L.H continues to attend the TAG Working Group which is preparing the Question Bank to be used in the accreditation examinations.

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: -

- As always the Organisations with performance below the Target (in the red) should send in their comments to enquiries@roadworks.scot for the attention of Graham Milne. They should indicate the reason for the low performance and the steps being taken to remedy the problem.
- The general trend on performance indicates an improving picture.

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

L.C. indicated some concern about the height of the safety barriers being used by a Virgin media Contractor. The Contractor had said that the barriers were provided by Virgin Media. The various Codes and Regulations will be checked for information on the correct height. O.H. asked for details of the Contractor and sites involved. **Action – C.L. / O.H.**

K.Q. reported that she had been asked by Westminster to provide details on any examples of good methods of Strike Recording in use in Scotland. The request is not for record of strikes but only examples of good recording and actioning. If there are any examples they should be passed to K.Q. **Action – All**

Comment was made on the previously circulated Safety Bulletins. It was noted that none were relating to events in Scotland. Did this mean there were no events in Scotland? All were asked to air any incidents in an effort to help others to avoid similar problems. **Action - All**

b) Traffic Management Issues

Covered in 7a above.

8. Information on Strategic Programmes of Works

Programmes were in general fully discussed at the Local Meetings.

a. R.A. Programmes

UEFA EURO 2020 will take place and affect the roads in and around Glasgow. Details will be recorded on the Register. This event is likely to affect the Trunk Roads and embargoes will be recorded as required.

During 9th to 19th November there is an International Climate Change Conference in Glasgow. There are likely to be a schedule of embargoes recorded on the Register for both Council and Trunk roads. Traffic delays and diversions are likely.

The Local Coordination meetings review the programmes and note any sites which need extended coordination.

There is still the opportunity at this meeting to raise new or even planned schemes which may cross borders and require discussion. Through the year programmes, priorities, T.M. etc change for one reason or another and the need to bring these to the table is important.

Work on the Lomond Bridge will commence in January resulting in a closure on the A811 with a signed diversions. A bulletin providing further information will be issued.

A meeting will be arranged to discuss the planned works on the Erskine Bridge which are due to start at the end of January.

b. S.U. Programmes

Scottish Water have a programme of work on water mains in Inverclyde in June / July 2020. These works affect Trunk Road structures and a meeting will be held to discuss the programme.

c. Update – Broadband Rollout

DSBB Programme is still on planned Programme Targets, and have achieved over 3935 LIVE CABS and over 750 LIVE fibre PONS across all of the 27 Councils in the Rest of Scotland Area.

Deployment is now almost exclusively Fibre to the Premise (FTTP), with around 170 structures remaining. There is less than 20 FTTC EO CAB installations still outstanding which will complete by December 2019.

There is a further deployment planned, termed Reaching 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.

It has been announced that BT is the only bidder for the Central and South Contracts. The preferred bidder for the North Contract has still to be announced. Details of the separation between BT and Openreach is being sought.

Contract Award is expected later this year, with mobilisation to follow in 2020.

The depth of the cables in the verge will be an issue as much of the programme will be in rural roads.

All should attend the Local Meetings with copies of their works programmes in order that they can be discussed and opportunities for working together considered.

9. Proposed Changes to Road Designations

This Item is on the Agenda to accommodate changes in road designation which in certain cases require consultation before the change can be made. No changes were raised at the meeting.

10. Management and Operation of the SRWR

A verbal report was provided as follows: -

- The Fees and Amounts will be higher next year due to the deferred funding which was previously available being used to keep the fees down in 2019 / 20.
- The Aurora Training will be available free online from 10th February to the 8th June. Access to Aurora will only be granted once the Operator has shown the required competency in the module tests.

While Aurora is a different platform for the Register, the content thereof remains the same. Aurora is an up to date system with operation in line with modern computer systems which users are now accustomed to and as such should not provide any difficulty in use once they have viewed the various pages available to them to manage their operation.

- The ongoing training will also be provided free online paid for via the Fees and Amounts. The New Users will require to pass certain Modules before they are given access to the Register.
- All Users will be able to access the modules at any time to check on how to carry out a process or to increase their knowledge of the operation of the Register.
- A letter has been sent out to all Organisations on the Register asking them to provide information on their required Areas of Interest for use on Aurora. 3 R.As and some 18 S.U.s have still to respond. The date for responses has passed but where possible late submissions may be accommodated if received immediately. Failure to deal with this request soon may result in an Organisation receiving notices etc for a much greater area than they require.
- 4 new S.U.s have joined the Register and they are: -

Murphy Power Distribution Limited
Murphy Gas Networks Limited
Premier Transmission Limited
Lothian Broadband Limited

In addition, Energetics are changing their name to Last Mile for the Code powers. The Contracting wing continues to be Energetics.

10b. Gazetteer Report

I.R. commented as follows: -

- The last uploads were submitted via Improvement Services. The validation had been carried out using the Symology system but in future the Improvement Services validation programme will be used.

The improvement Services validation requires that all errors are dealt with prior to the upload being progressed. Some small R.As are finding this an increased burden dealing with the errors quickly to allow the upload to be completed. The errors have to be individually interrogated and are often geometry problems due to the points not matching. More give and take may be needed.

- The new Gazetteer Conventions will be introduced early in 2020. Some R.As have been using Road Net maintenance tool which was free. They have been asked to pay a substantial sum to have the programme updated to accommodate the new conventions. The only solution appears to be to pay for the upgrade or change to another programme supplier.

10c. Systems Assurance Team

C.G. commented as follows: -

- The testing carried out in September was satisfactory with no showstoppers discovered.
- There is another 2 day session of testing arranged for mid-December.
- A sample of the training modules will be passed to SAT for auditing.

10d. Community Apparatus VAULT

All were asked to keep their data up to date.

Action -All

Openreach is due to provide their plant data via VAULT using an online format. This will be trialled to prove that it works and does not give undue delay in the delivery of the information. Other Organisations may seek to use this method of operation if it proves a success.

11. 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. RAUC(S) Constitution

A review is currently being carried out by a small Working Group. Proposed changes will be circulated for consultation in due course. The topics being considered include: -

- The number of meetings to be held by each tier for Local, Area and RAUC(S) meetings.
- Ensuring up and down transfer of information.
- Content of Agenda for each level and producing a standard format for the meetings.
- Improving inclusion at meetings with better input from all Members to the discussions.
- One issue which is becoming a greater problem is the availability of Members time including the need to travel to meetings. Consideration will be given to the use of online conferencing. This will be of interest to the Island Councils which due to timetables have difficulty in attending meetings in a reasonable time.

d. Retiring Members

The Committee noted that this was Peter Macnab's last meeting. The new BEAR Scotland Representative would be Mike Gray and his contact details would be circulated. R.Mack. On behalf of RAUC(S) thanked Peter for his input over the years and wished him a long and happy retirement.

The Committee noted that this was likely to be Robert Mackays last meeting as he was retiring. The Committee thanked Robert for his input over the years and wished him a long and happy retirement.

12. Date and Venue of the Next Meeting

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

Next Meeting: – Tuesday 25th February 2020

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

Future Meetings: - May Meeting

Tuesday 26th May 2020

August Meeting

Tuesday 25th August 2020

November Meeting

Tuesday 24th November 2020

Venue for the May meeting and thereafter will be notified.

Meeting ended – 11.50pm