



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

**Minutes of the
QUARTERLY MEETING**

Date: 27th February 2018

**The Best Western Garfield House Hotel,
Cumbernauld Road
Stepps
Glasgow
Lanarkshire
G33 6HW**

Present:

Caroline McAdam (Chair)	C.McA.	Network Rail
John Balmer	J.B.	Arqiva
Nisha Bunting	N.B.	Office of the Scottish Road Works Commissioner
Kevin Burns	K.B.	Inverclyde Council
Jim Clegg	J.C.	Glasgow City Council
Lesley Craig	L.C.	Renfrewshire Council
Gerry Cullen	G.C.	Transport Scotland
William Doyle	W.D.	Petroineos
Stephen Fisher	S.F.	Centurylink
Jim Forbes	J.F.	City Fibre
Jillian Geddis	J.G.	Renfrewshire Council
Clare Gordon	C.G.	Scotland Transerv
Owen Harte	O.H.	Virgin Media
Lisa Haston	L.H.	S.P. Energy Networks
Lindsay Henderson	L.He.	Office of the Scottish Road Works Commissioner
Brian McAteer	M.McA.	Energetics
Fiona McInnes	F.McI.	Scottish Water
Robert Mackay	R.Mack.	East Renfrewshire Council
Allan Mackechnie	A.Mack..	SSEN
Peter MacNab	P.MacN.	Bear Scotland (N.W. Unit)
Christopher Murray	C.M.	Sky
Ronnie Murray	R.M.	Petroineos
David Paton	D.P.	Bear Scotland M80 DBFO
Alex Rae	A.R.	SGN
Gordon Russell	G.R.	Scottish Water
Stephen Scanlon	S.S.	Openreach
Alistair Scott	A.S.	G.T.C.
Ruth Scott	R.S.	SSE

Present: (Continued)

Fraser Smith (R.A. Co-chair)	F.S.	Argyll & Bute Council
Elaine Stewart	E.S.	S.P. Energy Networks

In Attendance:

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

Jonathan Clements	J.Cl.	Royal Mail
Karyn Davidson	K.D.	Vodafone
Sharron Worthington	S.W.	West Dunbartonshire Council
Robert Young	R.Y.	Digital Scotland (Scottish Government)

1. Welcome, Attendance and Apologies

Caroline McAdam, 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 21st November 2017

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 21st November 2017 in the Best Western Garfield House Hotel, Cumbernauld Road, Stepps, Glasgow, G33 6HW 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 remitted to this meeting.

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

Issues raised included: -

- There were new developments proposed in Newton Mearns and in Barhead (Maidenhall Road and Dams Road). S.U. Plant information is required for these schemes.
- The need for S.U.s to inspect their plant under Section No. 140 (4) and maintain it in a safe condition was raised. Comment was made on a Court Case against Scottish Water and Dundee City Council in which the judgement indicated that both parties had a liability to ensure the plant was safe. This case should be reviewed, and further consideration given to the judgement. The R.As are not paid to manage the inspection process for ironwork, notify the S.U.s of every defect, subsequently check the remedial work is carried out and raise again as required. Where defects were not attended to repeat notices, inspections and escalation to Local meetings were all required to meet the duty of care for R.As to maintain safe roads was raised.
- The S.U.s asked for R.As to avoid the issue of Defect Notices to all S.U.s. This should only happen where it is not obvious what S.U. was responsible. Note should be made of any information on the cover and the Notice issued accordingly. The attachment of a plan and photograph would be a great help to S.U.s in deciding ownership.
- There is a new dropdown menu for defects which includes an Item for rising water at ironworks.
- Concern was raised about the letter being issued by Scottish Water to customers requiring a Section 109 permit to allow connections to be made. The time during which the excavation could be open was unacceptable especially if it was on a heavily trafficked road. There was also concern about how the 150mm cavity required below the existing plant and how it could be reinstated and compacted. F.McI. indicated that she would look into this matter and report back to the Committee. **Action – F.McI.**
- There had been difficulties in finding a contact to deal with a site on a Traffic Sensitive road where Class 1 had set up the traffic control then left the site causing traffic problems. F.McI asked for details of the incident and she would have it investigated. **Action – F.McI.**
- The Committee noted that Keir were closing minor works on the day after the work was done. Although this is within the code it was considered to be unreasonable as it did not allow for inspections to be carried out. F.McI. will raise this with Keir but they may not change their method of operation. **Action – F.McI.**
- It was noted that Virgin were also doing the same and would be asked to revise their recording practices.
- Openreach were asked to consider their method of work where they were setting up Traffic control on the Trunk Road for mobile works without any notices in the Register.
- There was no SGN representative at the last meeting. A.R. indicated that Ian Shaw would attend the next meeting.
- S.W. was not at this meeting to raise the SGN issues which were affecting West Dunbartonshire.
- The problems with Scottish Water on Islay were now being dealt with.

4. **Matters Arising from RAUC(S) Meeting 6th December 2017**

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

- Organisations were being asked to consider locating ironwork out with the road on bends to avoid skid risk problem especially for motor cycles. This topic will be considered further by SCOTS and the SROR Working Group.

- The training courses being developed and rolled out by HAUC UK and the DfT have for the present been shelved but could be raised again. The Training and Accreditation courses cover Street Works Qualifications for Supervisors and Operatives. They are not being considered as compulsory.
- A National Coring Programme will be held commencing 1st April 2019 to cover reinstatements carried out between 1st April 2018 and 31st March 2019. They will provide performance information for that period as well as setting a bench mark for use in the Quality Plans which will probably not come into use until about 2021.

Results from S.U. cores prepared in accordance with the Advice Note would be accepted in the coring sample.

One national contract would be let and used by the individual R.As who would carry out the coring programme in their area.

The Commissioner has indicated that he may consider providing a programme coordinator to drive the coring forward.

The Working Group were asked to review the Advice Note and update as required.

Transport Scotland and the Island Councils would be invited to take part in the programme.

- The calculations from the data submitted for the Inspection Fees Survey indicate that the fees are unlikely to change.
- There was no update on the development of the Quality Plan templates since August.
- The SROR, Inspections and Permits Working Groups have still to meet.
- The problem of carrying out too many CAT A inspections early in the year was raised. The suggestion was made that the sample be divided up into quarters with a warning flag to indicate the sample was used for that period. This would be suitable except in the case of a S.U. which had a limited programme which would be carried out in one Quarter. This matter has been passed to the Inspections Working group to consider.
- The cost to the R.A. for carrying out repeat inspections was raised. The view was that a report (available from the Register) indicating Defects which had not been dealt with should be submitted to the Local Meetings and dealt with. This matter has been passed to the Inspections Working Group to review.
- Openreach had asked for clearance to use Viatic cold lay material for permanent reinstatements up to and in excess of 2 square metres. This material is used by Transport Scotland for repairing road defects. Openreach will approach R.As and ask permission to carry out full trials via the Register. The SROR Working Group will review the use of cold lay materials for the code.
- On the Register there has not been a data cleanse since 2009. Before the new Contract / Register version come in on 1st April a data cleanse will be carried out. There should not be any problems resulting from the process except on the archiving of the PIRs which may result in FPNs being raised. I.R. will issue an instruction paper to assist the R.As deal with this problem.
- The HAUC UK Conference will be held at Emirates Old Trafford Cricket Ground in Manchester on 17th May 2018. All are asked to try to attend this event.

- The Specification and Operational Requirements for Footway Boards, Driveway Boards, Footway Ramps and Road Plates will be published on the Commissioner's web site.
- Squads working on road works must have at least one member who is a fluent English speaker who should be accredited.
- Gary Neill (Falkirk) will replace Ian Cochrane Angus) on the HAUC Uk Safety at Road Works Working Group.

5. National & Local Coring Update

a) National Coring Update

The Committee noted: -

- See Notes discussion above.
- Kevin Skinner has stepped down as S.U. Co- Chair of the Working Group.

b) Local Coring Programmes Update

No issues raised on this Item.

6. SRWC Report & Performance

a) SRWC Report

L.H. commented on various issues as follows: -

- A Direction will be issued by the Commissioner advising users not to provide contact information in the free text fields as on open data the public will be able to read it. This information should only be supplied in the Contact Data Fields which will be redacted.
- I.R. issued an email asking all Organisations to check the details of their contact information held by the OSRWC. So far only about 50% have responded and the request was made for all who had not responded to the email to do so as soon as possible.
- Kat Quane has been seconded to the OSRWC to provide cover for Jane Dunlop who is on maternity leave.
- Claire Gardiner has been seconded from Amey to Transport Scotland to cover for Susan Ewart who has retired.
- The Interim Performance Reports had been issued to the Primary Contacts.
- The Commissioner issued penalties to Telecom Organisations for poor performance in the Coring Programme as follows:-

Openreach £50,000 (maximum)
 Virgin Media £16,000
 Telefonica £8,000
 Vodafone £8,000
 Energetics £1,500

- The Commissioner has issued a penalty of £5,500 to North Lanarkshire Council following a number of failures to comply with road works legislation in Scotland.

- The Commissioner's Annual Report for the period 1st April 2016 to 31st March 2017 is being printed prior to publication. It will be available on the Web Site.
- Tim McMaster has been continuing to carry out lightweight deflectometer testing on subbase reinstatements. There have been problems finding suitable sites but Scottish Water and SGN have been assisting.

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 content of the reports was taken as read.
- All were reminded that they should send comments to the Commissioner on any poor performance recorded in red on the Dash Board.
- A.R., on behalf of the S.U.s, had asked for a meeting with the Commissioner to discuss the performance reports. The Commissioner is reviewing the Reports and will contact A.R. in due course. There is a possibility a small Working group would be set up with the Commissioner to discuss the Reports and where changes could be made.
- C.G. indicated that a number of the Works Awaiting Closure were for works such as landslides which were ongoing but awaiting attention. C.G. and N.B. will meet to discuss these records.

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

No issues were raised at the meeting.

b) Traffic Management Issues

No issues were raised at the meeting.

8. Information on Strategic Programmes of Works

No programmes / projects were intimated to the meeting from the R.As or S.U.s.

a) Update – Broadband Rollout

Programme is still generally on planned Programme Targets. Have achieved over 3450 LIVE CABS across all of the 27 Councils in the Rest of Scotland Area. Number of Live CABS (unassured) and maximum remaining activity (approximate) in the Deployment Plan for each LA is shown below.

	CABS LIVE	FTTP LIVE	CABS in this and next Q	FTTP in this and next Q
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Argyll and Bute	27	0	0	0
East Renfrewshire	33	2	1-5	0
Glasgow City	544	24	20-25	1-5
Inverclyde	47	2	1-5	0
Renfrewshire	112	7	10-15	1-5
West Dunbartonshire	75	2	0	0

Programme has held Joint Surveys with Openreach and Council Officers to agree CAB placement in some contentious sites.

Deployment is now definitely in the harder to reach areas, where technology is also more difficult to implement. There is now more Exchange Only Line (FTTC EO) solutions required which involves 2 new Streetside Cabinets (or an All In One – AIO – Cabinet solution). Fibre to the Premise (FTTP) deployment has been ramped up, although this involves less civil engineering works.

The “base” Phase 1 Programme ends in DEC 2017 but there is further ongoing deployment works in 2018 termed Extended Build from “Gainshare” funding. There is around 1100 structures of which > 600 involve new CABS and >400 are FTTP.

Beyond that there is potentially a further deployment termed “reaching for 100” to cover the remaining premises that will be without access to Superfast Broadband.

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 SAT will audit the functionality on 26th February on the Register development which will be rolled out on 1st April 2018.
- The Mobile app is at the alpha stage of testing.
- The User Forums will be held between 27th February and 15th March. If places are required for staff to attend contact should be made with I.R. as soon as possible.
- The Invoices for the fees will be issued for 1st April and must be paid within 40 days i.e. by 31st May. Please pass purchase orders to the OSRWC as soon as possible.
- Advice Note 22 should be followed for dealing with Section 109 permits and recording them on the Register.

11. Gazetteer Report

The previously circulated Gazetteer Report was taken as read with no issues raised. If there are any queries they should be passed to I.R.

12. Systems Assurance Team

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

13. Community Apparatus VAULT

The previously circulated Report was taken as read and comment noted in previous Items on the Agenda.

All were being encouraged to add as much data as possible to the system in order that it can be used as the prime source for a plant data search.

14. AOCB

a. List of Plant Protection Systems

- The Secretary will post the Schedule on the Web Site under Contacts and will circulate to each meeting. This data should be kept up to date in order that the contact information is available in the event of an emergency.

b. Rhinopatch

There was agreement that the Rhinopatch Ironmaster could be used but would require to be trialled via the Register process. J.C. indicated that Glasgow would consider a trial programme of the product.

c. Jim Clegg Retirement

The Committee noted that this was Jim's last meeting prior to retiring in May. Caroline on behalf of the Committee thanked Jim for all his input to the Community as a whole and wished him a long and happy retirement.

Jim thanked all for their support over the years.

d. Change of Chair

Caroline informed the meeting that this was her last meeting and she thanked all for their support over the two years. All thanked her for her input to the Committee.

e. Future Meetings

F.S. as the new Chair indicated that the next meetings would be held in the Victoria Hall, Sinclair Street, Helensburgh.

f. Road Resurfacing – Ironwork

F.McI. reminded the R.As that they must not bury ironwork under new surfacing as it can lead to problems especially where plant has to be closed down for a water burst. Scottish Water would survey sites prior to the work commencing and would release new ironwork to replace any which was substandard.

g. Glasgow – Zero Emissions Zones

These zones were being introduced to areas where the pollutions was highest. The controls would be introduced on buses for the present and would require them to meet Euro 6 emissions legislation. At present these zones would not affect S.U. and R.A. works.

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 22nd May 2018

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

Future Meetings: -

August Meeting

Tuesday 21st August 2018

November Meeting

Tuesday 27th November 2018

Meeting ended – 12.15pm