



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

**Minutes of the
QUARTERLY MEETING**

Date: 21st November 2017

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

Present:

Caroline McAdam (Chair)	C.McA.	Network Rail
Nisha Bunting	N.B.	Office of the Scottish Road Works Commissioner
Kevin Burns	K.B.	Inverclyde Council
Jim Cornish	J.Cor.	SPEN
Jim Cowan	J.Co.	SGN
Lesley Craig	L.C.	Renfrewshire Council
Karyn Davidson	K.D.	Vodafone
Jim Forbes	J.F.	City Fibre
Clare Gordon	C.G.	Scotland Transerv
Owen Harte	O.H.	Virgin Media
Fiona McInnes	F.McI.	Scottish Water
Robert Mackay	R.Mack.	East Renfrewshire Council
Andrew McKay	A.McK.	HF / Arqiva
Allan Mackechnie	A.Mack..	SSEN
Peter MacNab	P.MacN.	Bear Scotland (N.W. Unit)
Christopher Murray	C.M.	Sky
Tony Murray	T.M.	Glasgow City Council
David Paton	D.P.	Bear Scotland M80 DBFO
Alex Rae	A.R.	SGN
Scott Rodgers	S.R.	CH2M / Transport Scotland ???
Ian Ross	I.R.	Office of the Scottish Road Works Commissioner
Stephen Scanlon	S.S.	Openreach
Alistair Scott	A.S.	G.T.C.
Ruth Scott	R.S.	SSE
Fraser Smith (R.A. Co-chair)	F.S.	Argyll & Bute Council
Sharron Worthington	S.W.	West Dunbartonshire Council

In Attendance:

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

Apologies:

Jim Clegg	J.C.	Glasgow City Council
Jillian Geddis	J.G.	Renfrewshire Council
Lisa Haston	L.H.	S.P. Energy Networks
Amanda Mcfarlane	A.Mcf.	Energetics
Elaine Stewart	E.S.	S.P. Energy Networks

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 22nd August 2017**a. Accuracy**

The minutes of the last meeting of the WOS Area RAUC held on 22nd August 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 with the following additional comment: -

22nd August 2017

Item No. 6a – SRWC Report and Performance – SRWC Report

Tim Masters generally remains out with the site boundary. A procedure for dealing with any urgent dangers is currently being reviewed. The R.A. Inspector should be contacted and A.R. suggested that the Contact on the relevant Notice should also be notified. If there is an urgent issue the correct contact must be made as soon as possible in order that the danger can be dealt with. The responsibility and the action procedure needs to be prepared as a matter of urgency.

Action – O.S.R.W.C.

3. Local RAUC Reports

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

a) Glasgow City

Issues raised included: -

- There was a dispute in the Glasgow Area over ironwork which had subsided in two locations. A.R. indicated that this was being reviewed.
- There had been no SGN Representative at the last two meetings. This had now been sorted and a Representative will attend the next meeting.
- Virgin Media had failed to provide pedestrian facilities near a school on a site at Knightswood.

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

Issues raised included: -

- There was concern that Scottish Water were raising Notices as Urgent / Emergency when they did not meet the criteria. F.McI. asked for details of the Notices which were being queried. **Action – R.As**
- Scottish Water were now providing information to the meeting on major works in their programme.
- Argyll and Bute had agreed an unofficial Improvement Plan with Openreach for works in the Area.

Other Issues raised under this Item.

- F.S. indicated that there was a problem where the full agreed allocation of Cat A Inspections were carried out by the end of the 2nd Quarter. This meant that the performance of the S.U. was set at that level and could not be improved in the remainder of the year.

The view was that the allocation should be spread over the year with additional inspections recorded as targeted sites.

A request was made for a warning to be issued when the upper limit of the quarterly inspections was reaching the maximum level. F.S. will raise a change request for this proposal. **Action – F.S.**

The Cat A inspections were always hard to manage because the works may or may not start on the day indicated in the Notice. I.R. indicated that the requirement for actual starts to be recorded was an issue being considered in the new legislation and with the Mobile App there should not be a problem recording the data.

- On the 3 month Notice there is a 1 month validity but the 7 day follow up fixes the start dates.

Resurfacing is now dealt with as Major Works and was covered by the revised Code. To commence the works out with the 7 day period requires a late start notice. This increases the number of late starts in the Indicators. The increased numbers will be accepted as long as it is explained to the Commissioner.

The revised Code was the subject of consultation with the whole Community. Resurfacing should be recorded as Major Works and should also be issued under Section No 117 for restriction of access to install plant. An early start under the Legislation should cancel the restriction but a pragmatic view of the Code would not affect the guarantee. Unless there was good reason the S.U.s are not looking to work in a newly surfaced road. It would not be good public relations.

- C File Loading – This problem has been noted and the solution at present is via the help desk. A solution will be worked on and affected Organisations notified.
- Indicators and Statistics – I.R. was asked to find a way of producing a VAULT upload report which was in sync with the Loading programme. L.C. indicated that she was submitting a file monthly for uploading.
- Mobile Device App – I.R. reminded the Committee that he had issued an email asking for response on this development. To date there were a number of no responses and all should check the email and respond to him as soon as possible.
- F.S. indicated that he was not being given sufficient time to issue a TTRO and asked all S.U.s to note that administration and advertising had to be accommodated. P.MacN. indicated that a 5 day TTRN would only be issued if there was an emergency. A TTRO requires 6 weeks to issue.
- Internal Coring Programmes – There was some concern about the increasing coring and the affect this may have on the age and integrity of reinstatements especially the smaller ones.
- Repeat Defect Inspections – concern had been raised by the R.As about the ongoing requirement to carry out repeat inspections for road safety on defects which had not been dealt with. No charge could be made for these inspections and on increasing budgetary constraints action was required. There is a need for a review of the legislation.
- Urgent Works – On the alleged problem of submitting Notices as Urgent when the works did not meet the criteria the R.As were asked to send details with the LA Reference to the relevant S.U. for checking.

Action – R.As

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

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

- F.S. has volunteered to sit on the Permits and Modules Working Group and will contact Brian Wilson about the arrangements for the first meeting. Kevin McIntosh has volunteered to sit on the Coordination Working Group.
- Inspection Fees Survey – The quality of some of data was being questioned with the R.As who had submitted it.

A.R. and Stuart Harding (Edinburgh) are working on the analysis of the data. A.R. thought that on the basis of the information they had the rota was unlikely to significantly change if at all.

- Quality Plans – A summary of the proposals was copied into the minute. There was a draft standard form which would be filled in for the Inspections and copied with photographs (if required) to the S.U. The Working Group will meet again as required to progress this matter.
- HAUC UK Convention 2018 – The Convention is to be held at the Emirates Old Trafford Cricket Ground in Manchester on 17th May. The Commissioner was asking for as many Scottish Representatives as possible to attend.
- Training and Accreditation – There was a report of fraudulent Cards being in circulation. If there is any suspicion of such cards being used they should be reported.

5. National & Local Coring Update

a) National Coring Update

The Committee noted: -

- All coring results had been agreed and were recorded on the Register.
- The invoices had been issued to the R.As.
- The R.As would, if not already actioned, issue the invoices for failed cores to the relevant S.U.s.

b) Local Coring Programmes Update

No issues raised on this Item.

6. SRWC Report & Performance

a) SRWC Report

I.R. commented on various issues as follows: -

- The Performance seminars had been well attended and so far, the responses from those who had attended have been favourable. Any attendees who have not responded to the short online questionnaire should do so to help develop future events.
- The Scottish Government Consultation on Raising Standards and Improving the Quality of Road Works in Scotland closed on 12th October and the results will be issued in due course.
- The Performance Reviews were issued to all Organisations. Some Organisations were asked to comment on their performance so if no response has been made please do so as a matter of urgency.
- The Advice Note 25 – Core and Vac - has been published on the web.
- Susan Ewart has retired from her post in Transport Scotland and information on a new appointment is awaited.
- J.D. will be going on maternity leave in March.
- The Street Manager Project south of the border to develop a national Register / Vault system is progressing.

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

N.B. indicated that the Dash Board Report now had the traffic signal format across all the Reports. If you have a report in the Red you should indicate to the Commissioner what action is being taken to improve the performance.

Comment was made on the Overruns by the R.As who indicated that they did not need to Register reinstatement / works completions. The counter argument was that if the works were not closed there would be a buildup of unclosed notices on the system and “to do lists” resulting in a slowing of the performance of the Register. If there were unclosed Notices on the system they should be dealt with and as the Register was moving forward this was a good time to tidy up the data.

The smaller Organisations have been spoken to about their performance and required actions. They are taking steps or have promised to take steps to meet the required standards.

On the report on Contact Detail issues the details from Permits and Licenses Notices have been omitted and are no longer recorded in this report.

All were asked to submit comments to the Commissioner’s Office on any issue they had with the individual Reports.

Action - All with Concerns

There was a discussion on the difference in the averages used for the R.A. and S.U. Reports. It was pointed out that the averages used were calculated on the data at the end of 2016 / 17. As the performance improves and the numbers of works recorded settles the averages should converge and drop. J.Co. was looking for a biased average to be used to deal with the difference in Notices issued over the Community. Poor performance of smaller S.U.s with few Notices will not show up on the national average.

R.Mack. was asked to comment direct to the Commissioner on his assertion that his peer group was not correct and was giving a false bias on his statistics on number of works issued.

N.B. indicated that the Statistics and Indicator Reports were as submitted to the Meeting and she would not go through each individual report as the information was all there for each Organisation to action and / or comment on the Commissioner’s Office.

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

F.McI. reported that there was a problem getting details of both GTC and Energetics plant when dealing with Emergency / Urgent works and asked for the Emergency Contact details to be updated.

Action – Secretary

The Secretary was asked to circulate an HSE report of an accident in which an operative suffered severe burns.

Action - Secretary

b) Traffic Management Issues

No issues were raised at the meeting.

8. Information on Strategic Programmes of Works

a) Update – Broadband Rollout

Programme is still generally on planned Programme Targets. Have achieved over 3300 LIVE CABS across all of the 27 Councils in the Rest of Scotland Area. Number of Live CABS and planned activity for this and next Quarter for each LA is shown below.

Argyll and Bute	25 CABS Live. 0 CABS / 0 FTTP install in Deployment Plan This and Next Quarter
East Renfrewshire	33 CABS Live. 2 CABS / 1 FTTP install in Deployment Plan for This and Next Quarter
Glasgow City	539 CABS Live. 27 CABS / 5 FTTP install in Deployment Plan for This and Next Quarter
Inverclyde	44 CABS Live. 3 CABS / 2 FTTP install in Deployment Plan for This and Next Quarter
Renfrewshire	104 CABS Live. 14 CABS / 5 FTTP installs in Deployment Plan for This and Next Quarter
West Dunbartonshire	73 CABS Live. 0 CABS / 0 FTTP installs in Deployment Plan for This and Next Quarter

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.

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

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 preparation of the new Contract has now progressed to the implementation stage. In due course the revised system will be passed to SAT for testing.
- A Mobile App for actual start and actual finish dates is being developed and all were asked to respond to I.Rs previous email giving their comments. **Action – All**
- There was an Outage on the Register which lasted from about 08.00 to about 15.15 on 17th October 17 although a number of users were reinstated about noon. Service Credits are being discussed.
- A Service Status Module has been added to the opening page on the web indicating the system availability.
- Two new S.U.s have been added to the Register but they are not in the WoS area.
- All Christmas embargoes should be registered on the Register as per the Advice Note.
- The Prescribed Fees for next year will be down on those in the current year. There will be a Scottish Government Consultation on the proposed rates to which all should respond.

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 Gazetteer Report was taken as read with the following comments: -

- Clare Gordon has agreed to Chair the Team.
- F.S. agreed to replace her as the WoS Rep
- The testing of the new version of the Register will commence on 28th ?????

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 to the system as possible in order that it can be used as the prime source for a plant data search.

14. AOCB

a. List of Plant Protection Systems

- I.R. will make any changes which are notified to him up until the end of the current round of meetings then will pass the files to the Secretary for future maintenance and posting on the web site.

b. Road / Railing at Level Crossings

C.McA. will circulate a list of sites to the R.As affected by the proposal then will discuss the matter with them. In the meantime, if there are any queries they should be passed to her.

Action – C.McA.

c. Scottish Water- SROR Local Agreement- Aug 2017

F.McI. asked the R.A Representatives to contact her with any comments on the proposed agreement which was circulated to the August meeting. **Action – R.As**

d. CityFibre / Vodafone Working Together

J.F. informed the meeting that CityFibre and Vodafone have signed a wholesale agreement to bring Fibre to the premises (FTTP) to cities across the UK. Under this wholesale agreement, Vodafone will have a period of exclusive rights (predominantly during the build phase of each city network) to market ultrafast consumer broadband services on the FTTP network to be built, operated and owned by CityFibre. Construction of the first phase of deployment to one million premises is due to start in the first half of 2018 and will be largely complete in 2021. Both parties have the right to extend the commercial terms of this agreement to expand coverage to a further four million homes and businesses by 2025.

e. Developments in East Renfrewshire

R.Mack. informed the meeting that there were two developments proposed for East Renfrewshire. The Notices will be registered as soon as possible.

f. Change of Chair

C.McA will chair her last WoSRAUC meeting in February then F.S. will Chair the meetings commencing in May. Details of the meeting venue will be circulate as soon as it is arranged.

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 27th February 2018

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

Future Meetings: -

May Meeting*	Tuesday 22nd May 2018
August Meeting*	Tuesday 21st August 2018
November Meeting*	Tuesday 27th November 2018

***Venue will be notified in due course**

Meeting ended – 12.30pm