



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

**Minutes of the  
QUARTERLY MEETING**

**Date: 22<sup>nd</sup> August, 2017**

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

**Present:**

Caroline McAdam (Chair)	C.McA.	Network Rail (N.R.)
Pat Berry	P.B.	Glasgow City Council (G.C.C.)
Kevin Burns	K.B.	Inverclyde Council (I.C)
Jim Cowan	J.Co.	SGN
Lesley Craig	L.C.	Renfrewshire Council (R.C.)
Karyn Davidson	K.D.	Vodafone (V)
Jordan Doherty	J.D.	SSEN
Jane Dunlop	J.D.	Office of the Scottish Road Works Commissioner
Susan Ewart	S.E.	Transport Scotland
Ian Fleming	I.F.	SPEN
Jim Forbes	J.F.	City Fibre (C.F.)
Jillian Geddis	J.G.	Renfrewshire Council (R.C.)
Clare Gordon	C.G.	Scotland Transerv (S.T.S.)
Owen Harte	O.H.	Virgin Media
Lindsay Henderson	L.H.	Office of the Scottish Road Works Commissioner
Amanda Mcfarlane	A.Mcf.	Energetics (E)
Fiona McInnes	F.McI.	Scottish Water (S.W.)
Robert Mackay	R.Mack.	East Renfrewshire Council (E.R.C.)
Peter MacNab	P.MacN.	Bear Scotland (N.W. Unit)
David Paton	D.P.	Bear Scotland M80 DBFO
Alex Rae	A.R.	SGN
Stephen Scanlon	S.C.	Openreach (O)
Ruth Scott	R.S.	SSE (Telecom)
Fraser Smith (R.A. Co-chair)	F.S.	Argyll & Bute Council (A&B C.)

**In Attendance:**

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

Jim Clegg	J.C.	Glasgow City Council (G.C.C.)
Craig McQueen	C.McQ.	Scottish Water (S.W.)
Jonathon Moran	J.M.	Transport Scotland (T.S.)
Christopher Murray	C.M.	Sky (S.)
Lance Scott	L.S.	M.B.N.L.
Kevin Skinner	K.S.	Scottish Water (S.W.)
Elaine Stewart	E.S.	S.P. Energy Networks (SPEN)
Mark Warden	M.W.	Gamma (G.)
Sharron Worthington	S.W.	West Dunbartonshire Council (W.D.C)
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 23<sup>rd</sup> May, 2017****a. Accuracy**

The minutes of the last meeting of the WOS Area RAUC held on 23<sup>rd</sup> May, 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: -

**14c. A.O.C.B - Contact Details on Notices**

A Change request has been passed to SAT to consider this matter.

**14d. Newly Adopted Roads – Ability to create a Restriction**

This matter was discussed and remitted to the PDG to consider if a change in the Legislation is required.

**14e. A.O.C.B. – Tree Cutting Adjacent to the Road**

The discussion hinged on what Notice was required to cover Traffic Management during felling. The view was that a Section 59 Notice should be used but this was remitted to the Permits and Licencing Working Group to consider further.

### 3. Local RAUC Reports

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

#### a) Glasgow City

No issues raised.

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

Issues raised included: -

- There was concern that major works were not being raised at the meeting early enough to allow them to be discussed.
- Scottish Water scheme affecting the A83 was a problem as the diversionary route was not suitable.
- In the programming of works, diversion routes should be checked for conflicts and for suitability for additional traffic. Discuss with the R.A.

### 4. Matters Arising from RAUC(S) Meeting 7<sup>th</sup> June 2017

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

- Inspection Fees Survey – There was a problem with some of the data which had been supplied and this was being queried with the relevant R.As (quick response is being requested). The data was generally good but there were different costing bases being used which was a problem.
- Quality Plans Working Group – The work was proceeding on this project and a report would be submitted to the September RAUC(S) meeting.
- Inspections and Coordination Working Groups – Still to meet.
- National Coring Working Group – See Item No. 5 below.
- Remits from the WoS May Meeting (See in Item No. 2b above)
- Attendance at Local RAUC meetings – Virgin are dealing with this problem and Representatives appointed.
- Coal Tar Arisings – Scottish Water, Transport Scotland are to report back to the September RAUC(S) Meeting. So far there is no easement from SEPA on their policy which is more stringent than that of EPA. David Capon will check out what R.As south of the Border are doing and report to RAUC(S). On site treatment is being considered.
- Temporary Road Closures – These should be raised and discussed at the Local Meetings in order that all Organisations which may be affected can provide input. There should be good reason for closures and presurvey of the site and proposed diversion route should be carried out.
- Improvement Plans – This topic should have a higher priority for discussion at Local and Area meetings. Edinburgh City Council are meeting with the relevant S.U.s about the problems of ongoing Improvement Plans which were issued and reissued.
- HAUC UK – A phone App is being developed south of the border to deal with Site Safety. This may lead to online signing and guarding design for sites.

The 2018 Convention will be held at the Emirates Old Trafford in Manchester on Thursday, 17<sup>th</sup> May 2018 This is a good event and all should consider attending.

- Street Manager Project – This is a project to set up a Register for England. It will include a plant record module which will contain plant location in plan and depth.
- The Commissioner has issued a Penalty to CityFibre for breach of Safety and failure to comply with Scottish Legislation.
- SSI 2017/147, The Road Works (Qualifications of Operatives and Supervisors)(Scotland) 2017, comes into force on 4 September 2017, introducing the requirement for operatives and supervisors to successfully undertake reassessment of their qualifications on expiry of their Street Works card. A Q&A event on the new requirements was held last week in Victoria Quay, which was attended by about 50 stakeholders. Not too many questions were raised at the event, perhaps because the impact of the new requirements had not yet been measured. Once the new regulations have been in force for a while, Transport Scotland will be happy to host another stakeholder event on the new requirements for operatives and supervisors if there is an appetite for it.
- Register Outages – If an Organisation is affected by an Outage contact should be made with Symology who will assist.
- FPN Management Training Courses - In response to a request for this course to be provided I.R. asked R.As to email him and if there were sufficient numbers he would endeavor to have the course run.

## **5. National & Local Coring Update**

### **a) National Coring Update**

The Committee noted: -

- All R.As must record their results (Pass and Fails) on the Register immediately.
- A.&B had completed their coring and met with the S.U.s. There are 4 cores being tested for voiding but it is hoped to have these results by the end of the week and with agreement they will be recorded.
- There had been a problem with the data supplied to ESG initially but the Area programme had now been completed.
- F.McI. Indicated that she thought there was 1 core not recorded for Glasgow and 5 for West Dunbartonshire as the Register was not matching the Log.
- There is a possibility that there is an issue with Virgin Media to be resolved.

### **b) Local Coring Programmes Update**

No issues raised on this Item.

## **6. SRWC Report & Performance**

### **a) SRWC Report**

J.D commented on various issues as follows: -

- The Performance Reviews are drafted and should be issued shortly. They will be sent to the C.E.O. with a copy emailed to the main contact.

- On the Quarter 1 Reports (as below) comment should be sent to the oSRWC on how poor performance is to be dealt with.
- The User Forums will be held in the New Year to deal with the Register provided in the new contract. In place of the Forums two Seminars have been arranged on the 4<sup>th</sup> and 11<sup>th</sup> October in Edinburgh and Glasgow respectively for Managers and Staff who deal with Performance. (Edinburgh is booked but there are still vacancies for Glasgow)
- Consultation - Raising Standards and Improving the Quality of Road Works in Scotland – All were encouraged to respond to this consultation.
- Tim Masters has been appointed on a temporary two day a week contract to assist L.H. with an information collection project on signing and guarding, recording data on the Notices and on compaction.

He is visiting sites but will not be interfering with the ongoing works. If there is a serious safety issue he will contact the R.A and or the S.U. These are not inspections but are part of an ongoing data collection exercise.

The view of the meeting was that if there was a problem on the site it should be escalated as quickly as possible. There may be a need to provide a process, which is acceptable to R.As and S.U.s, to be followed in such circumstances

The S.U.s asked for feedback on the exercise in order that they can use the information for performance improvement if required and R.As are looking for information to add to that which they are collecting.

T.M. will announce himself to the site supervisor and explain what he is doing.

J.D. agreed to discuss the above with the Commissioner.

**Action – J.D.**

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

L.H. commented on the Statistics and Indicator Reports for the Organisations which were present to the meeting from the dash board as follows: -

- Argyll and Bute – Emergency and Urgent works high / Extensions high
- East Renfrewshire – Number of works Low and Noticing Failures are high. An email response will be sent to the oSRWC.
- Glasgow City - Number of works appear to be low. Urgent and Emergency works high. Early starts have dropped but are still high. Extensions are high. J.C. is dealing with these issues.
- Inverclyde – Number of works appear to be low. Extensions are high. Vault update required.
- West Dunbartonshire - Number of works appear to be low. Emergency and Urgent Works are high.
- Transport Scotland M80 DBFO – Number of works low and number of late starts high Vault update required.
- Transport Scotland N.W. O.C. – Emergency and Urgent works high. A submission to VAULT should be provided. Comment has been passed to the oSRWC.
- Transport Scotland S.W.O.C. – No issues raised.

Utilities

- CityFibre – Notice Failures and Early starts high. The performance in Q2 is improving.
- EE – Cat A and Cat B Sample Inspections are high. Vault update still required.
- Energetics – Notice failures high. Overruns, Early Starts and Extensions all high. Vault Update required.
- Network Rail - A submission to VAULT should be provided.
- Openreach – Cat B Inspections are below 90%. Still awaiting a VAULT submission.
- SGN - Early starts are above average.
- SP Energy Networks – Emergency / Urgent and Extensions above the average.
- SSE - Emergency / Urgent above the average.
- Virgin - Early starts usage high. Outstanding reinstatements greater than 6 months has increased to 90. A submission to VAULT should be provided.
- Vodafone – Cat B sample inspections below the 90% target pass rate. A submission to VAULT should be provided.

All Organisations should make every effort to keep their VAULT updated.

The Performance Reviews indicate where a response to the Commissioner is required.

More columns in future Dash Board Reports will use the Traffic Light format to indicate performance.

The Commissioner has based his assessment of the number of works issued by a R.A. on national statistics recorded by various sources. R.Mack. indicated that he needed proof that these statistics are being interpreted correctly. **Action – J.D.**

Some S.U.s have used Emergency / Urgent Notices when the actual works did not fall into this category.

### **c) Improvement Notice Action Tracking**

There were no new Improvement Plans recorded in 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**

### **a) Update – Broadband Rollout**

R.Y was not present at the meeting but has provided the following Post Meeting Report.

The Programme is still generally on planned Programme Targets having achieved over 3000 CABS across all of the 27 Councils in the Rest of Scotland Area, with over 623,000 Premises now connected to the fibre enabled network.

Argyll and Bute	20 CABS Live. 0 CABS / 0 FTTP install in Deployment Plan for This and Next Quarter
East Renfrewshire	27 CABS Live. 3 CABS / 2 FTTP install in Deployment Plan for This and Next Quarter
Glasgow City	509 CABS Live. 26 CABS / 6 FTTP install in Deployment Plan for This and Next Quarter
Inverclyde	40 CABS Live. 0 CABS / 2 FTTP install in Deployment Plan for This and Next Quarter
Renfrewshire	85 CABS Live. 19 CABS / 5 FTTP installs in Deployment Plan for This and Next Quarter
West Dunbartonshire	66 CABS Live. 2 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. Some meetings with Councils to discuss our “push to finish” are also being set up.

Deployment is now generally 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) is being deployed.

The “base” Programme ends in DEC 2017 but there will be further ongoing works associated with “Gainshare” in 2018 and beyond that potentially a further deployment to cover the very hard to reach areas.

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**

J.D. gave a verbal report as follows: -

- The Performance Reviews would be issued soon.
- Changes had been made to the Public Facing Web Site. The Expected Start Date and estimated period of works are now being used. The dates on the Register should be as up to date as possible. In future, as mobile modules are used the dates should be actual dates. Dates and periods of work should be as close to actual as possible avoiding the use of say 40 days on all Notices.
- The requirement to use only actual dates must be progressed.

- Tim Masters visits sites he sees as well as those he has taken from 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 Gazetteer Report was taken as read. The plan is to provide more informative SAT Minutes to future meetings.

#### **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 data search. Virgin media is currently in discussion with the Commissioner about uploading data.

#### **14. AOCB**

##### **a. List of Plant Protection Systems**

The attached papers were taken as read with the following comments: -

- This was a project requested by TayForth RAUC.
- All should check the data and advise I.R. of any required changes. **Action All**
- If systems for one organisations are different for the various areas please advise I.R.  
**Action – All**
- The proposal is that I.R. will finalise the directory then pass it to the Areas to maintain.

##### **b. Local RAUC Meetings**

The previously circulated paper was taken as read and would be actioned as requested.

##### **c. Road / Railing at Level Crossings**

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

- Network Rail required from time to time to transfer plant from road to rail and this was done at certain level crossings across the network. They wished to stop using TTROs and instead use signs indicating a 15 minute delay, with where required, temporary traffic signals. The transfer takes between 5 and 10 minutes so is not much different to awaiting the passage of a train. The transfers are carried out over night when the traffic volumes are generally low. In some cases, the 15 minute wait is much preferred to a diversion which in some rural locations can be extensive and take much longer.
- The R.As wished to see the sites which are used before they would consider the request. Some consider that a TTRO is the correct method of dealing with the closure as it ensures



emergency services are informed and residents / organisations on each side of the crossing are informed.

- C.McA. will circulate a list of sites to the R.As. In the meantime, if there are any queries they should be passed to her. **Action – C.McA.**

#### **d. 2018 Meeting Dates**

The meeting dates for 2018 were agreed as tabled.

#### **e. Scottish Water- SROR Local Agreement- Aug 2017**

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

- F.McI. indicated to the Committee that Scottish Water had several local agreements with R.As to use HRA for reinstatements in SMA surfaced roads.
- Scottish Water now wanted to agree a national agreement so that there was no requirement to make local temporary / permanent agreements.
- SMA is difficult to hand lay in small reinstatements.
- If a national agreement can be made it would be passed to the SROR W.G for inclusion in the Code.
- Pass any comments to F.McI. or contact her to discuss the issue. **Action – R.As**
- The final decision on this matter will be minuted for future reference.

#### **f. Working Group Volunteers**

The Committee noted that there were still Volunteers needed for some of the Working Groups. The following was agreed: -

- Coordination W.G. – Kevin McIntosh (A&B) would be asked to join the Coordination Group.
- SROR W.G. - Murray Sirel will represent WoS on the SROR
- Permits and Licenses Module W.G. – Fraser Smit will represent WoS on this Group. Karyn Davidson offered to assist on this group.

The number of times the Groups met and how long the group remained in being depended on their topic of discussion.

#### **g. Raising Standards and Improving the Quality of Road Works in Scotland**

S.E. reminded the Committee that the above-mentioned Consultation had been published and would close on 12<sup>th</sup> October. All were encouraged to review the content of the Consultation and send in their responses. Any questions on the consultation (or the presentation) should be sent by email to [roadworksconsultation2017@transport.gov.scot](mailto:roadworksconsultation2017@transport.gov.scot) **Action - All**

The Secretary was asked to circulate the slides for Ewan Milligan's presentation on this consultation. **Action – Secretary**

#### **h. Hydrant Cover and Frame Repairs**

R.Mack. asked how to deal with defective covers and frames if the Fire and Rescue Service declined to make the repair.

F.McI. responded that any problems should be passed to her for further investigation.

**g. S.U. Agents with Register Access**

R.MacK. raised concerns about the increasing numbers of agents for S.U.s which are being granted access to the Register. He was still of the opinion that the S.U.s should be managing the Register and not passing the task to others who may not have the required training.

The S.U.s indicated that they had the option to use Agents and as long as they were doing so correctly they would continue doing so. There was no increase in the number of Notices being issued and the prefix to the OD indicated which S.U. the Notice was being issued for.

The Commissioner's concern was to have correct Notices issued with accurate data provided by them and not so much who was doing so.

APlant for Openreach were issuing Notices with the same contact all the time. The concern about contacts for escalation had been passed as a Change Request to the SAT to consider and they would report back in due course.

The S.U.s remain responsible for the information in the Register and the works on the ground and would want to be informed of any problems so that they could be dealt with. While the Commissioner monitors aspects of the Noticing it was up to the parties issuing and receiving Notices to deal with unsatisfactory information and if necessary pass reports to him where the problems continue.

**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 21<sup>st</sup> November, 2017**

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

Future Meetings: -

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

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

Meeting ended – 12.30pm