

**SOUTH WEST AREA ROADS AUTHORITIES & UTILITIES COMMITTEE**
**Minutes of the Quarterly Meeting**
**Date: - 24<sup>th</sup> November 2021**
**Meeting held on MS TEAMS**
**Present:**

Alex Rae (Meeting Chair)		A.R.	SGN
David Allen	D.A.	Amey (SW Trunk Road Operator)	
Caroline Auld	C.A.	Network Rail	
Kelly Bibby	K.B.	abs Streetworks / Last Mile	
Neil Brannock	N.B.	Autolink M6	
Katie Campbell	K.C.	North Ayrshire Council	
Jaoa Carmo	J.C.	SPEN	
Duncan Carrick	D.C.	East Dunbartonshire Council	
David Carter	D.Ca.	South Lanarkshire Council	
Martin Cochrane	M.C.	Amey / SRP / M8DBFO	
Stefeni Cownley	S.C.	ESPUG	
Matthew Crossan	M.C.	Dumfries and Galloway Council	
David Fleming	D.F.	PAG T.S. Agent M74	
Julie Greig	J.G.	SGN	
Mike Grunwell	M.G.	Dumfries and Galloway Council	
Barry Hall	B.H.	GTC-UK	
Owen Harte	O.H.	Virgin Media	
David Hearty	D.H.	MBNL-EE/3	
Mamadou Jalloh	M.J.	North Lanarkshire Council	
Lynne Lyle	L.L.	Ayrshire Roads Alliance	
Carole McDonald	C.McD.	CityFibre	
Fiona McInnes	F.McI.	Scottish Water	
Craig McQueen	C.McQ.	Scottish Water	
John McCulloch	J.McC.	Balfour Beatty M77 DBFO	
Graham Milne	G.M.	O.S.R.W.C.	
Chris Murray	C.M.	Sky	
Valerie Park	V.P.	South Lanarkshire Council	
Kat Quane	K.Q.	Transport Scotland	
Graeme Robin	G.R.	North Ayrshire Council	
Iain Ross	I.R.	O.S.R.W.C.	
Stephen Scanlon	S.S.	Openreach	
Ruth Scott	R.S.	SSE (Telecom)	
David Shaw	D.Sh.	Ayrshire Roads Alliance	
Sean Smith	S.S.	Last Mile	
Lewis Stacey	L.S.	abs Streetworks / Last Mile	
Elaine Stewart	E.S.	SPEN	
Peter Walton	P.W.	Lumen	
Craig Wilson	C.W.	Last Mile	

**In Attendance: -**

George Borthwick      G.B.      Secretary to SW Area RAUC

**Apologies:**

John Ashcroft	J.A.	North Lanarkshire Council
Clare Callaghan	C.C.	Scottish Water
Gerry Cullen	G.C.	Amey
Karyn Davidson	K.D.	Vodafone
Jim Forbes	J.F.	CityFibre
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
Lindsay Henderson	L.H.	O.S.R.W.C.
Stephen Kitt	S.K.	BEAR Scotland (S.E.)
Jock Laidlaw	J.L.	Autolink M6
Andrew Matheson	A.M.	Virgin Media
David Paton	D.P.	BEAR Scotland (M80 DBFO)
Scott Sutherland	S.S.	Amey
Tony Thom	T.T.	North Lanarkshire Council

**1. Welcome, Attendance and Apologies**

Alex Rae welcomed all to the meeting of the SW Area RAUC.

Apologies were recorded as listed above.

**2. Minutes of the Last Meeting held on 25<sup>th</sup> August 2021****a. Accuracy**

The minutes of the last meeting of the SW Area RAUC held on 25<sup>th</sup> August 2021 on MS TEAMS were agreed as read.

**b. Action Tracking**

See the Action Tracking Summary.

**3. National Coring Programme**

The meeting received the following update from C.McQ.: -

- The final draft of Advice Note No. 3 had been produced and circulated.
- The final draft will be submitted for approval to the RAUC(S) meeting in December. It is expected to be approved.
- A meeting was held with the Representatives of the Lead Authorities to discuss the Contract and help them with the programme. The preparation of the Contract Document and the use of Khub were included in the discussions.
- The S.U.s have been asked to send, the contact details of their Representatives who will be dealing with the programme, to the O.S.R.W.C. by the Christmas break.
- Khub is being set up to accommodate the transfer of programme files between the R.As and the S.U.s. Initial trials indicate that it works for both R.As and S.U.s.

#### **4. Matters Arising from RAUC(S) Meeting held on 1<sup>st</sup> September 2021**

The previously circulated Minutes of the RAUC(S) meeting held on 1<sup>st</sup> September 2021 were taken as read with the following comments: -

- Interesting presentations were given at the meeting on COP 26 arrangements for the road network in Glasgow (Glasgow City Council); Electric Vehicle Charging Infrastructure (Transport Scotland); HAUC UK App (HAUC UK).
- Diversionary Works Code – This document is being reviewed as it is some 30 years since it was published. A copy has been circulated and all should read it through and pass any comments to David Armitage (Aberdeenshire) or K.Q. who are representing the Scottish Community in the review. The content should be discussed with design / planning teams as they are likely to be using it.

##### **i. Advice Note No. 22 Revision**

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

Reference will be added to indicate the need for Section 109 Applicants / Contractors to have a Quality Plan. There were no other changes to the document.

There will be a need for further review when VAULT becomes mandatory.

##### **a. RAUC(S) W.G. Recruitment**

The Recruitment Schedule was taken as read with the following comments: -

- There is still a vacancy on the SROR Working Group for a Representative from the WoS Area .

##### **b. Scottish Government Update**

The previously circulated papers were taken as read and K.Q. updated the Committee as follows: -

###### **COVID-19 Update**

- The general policy position on road works/construction remains unchanged since the previous meeting i.e. in Scotland, home working is still being encouraged where possible, e.g. for office staff. [Guidance](#) has been published which encourages employers to facilitate flexible working practices. This may mean more of a hybrid approach to work, allowing both home and office-based working
- While in Scotland there has been a plateau and subsequent decline in COVID-19 cases, transmission, and hospitalization have started to rise again. These levels remain too high, and we can expect a challenging winter ahead.
- A short video Living Safe for Us All will be circulated. **Action - Secretary**

###### **Transport (Scotland) Act 2019**

- The schedule issued to previous meetings has not changed.
- Items which are being progressed in November 2021:
  - SRWC increased penalties will commence legally in November 21. This will require a small update to the Penalties Code of Practice to replace £50k with

£100k. This code will require a more substantial update following the introduction of Compliance Notices. The RAUC(S) Co-Chairs should consider if updating this Code is done now, or at that time. All should note that the Penalty is set by the legislation and even if the Code is not updated at this time, it will not have any bearing on the value of the Penalty issued.

- ‘Red Book’ compliance for R.As starts on 25 November 2021. The associated qualification requirement will be brought in during summer 2022. However, (as is currently the case) any HSE investigation will look at the competence of staff to undertake that work using relevant documents including the Red Book so there should be little need to change working arrangements.

The review of the Red Book is being led by the DfT and is currently suspended. K.C. / Ewan Hogg / L.H. / A.R. are involved in the process and will ensure that the final version accommodates working in Scotland.

- Other changes to how the SRWC provides information to the public and unused / duplicate legislation will also be removed.
- Section No. 61 will be revoked.
- The Commissioner’s penalties rise from £50k to £100k maximum. The Code will require to be revised to indicate the revised sum, but all should note that the sum is set by the Legislation and the revision to the code can be dealt with at a suitable time.
- The S.R.W.C / T.S. held an information Webinar for Senior Managers in October to update them on the main points contained in the Transport (Scotland) Act 2019 which they should be aware of and be ready to act on. It was well attended with a good question and answer session. Copies of the slides and the Q & A records have been issued. A second webinar is being considered for 2022 to look at RQPs.
- The drafting of the final version of the Reinstatement Quality Plans Code of Practice is now near completion. It will be a soft launch from 1<sup>st</sup> April 2022 before becoming mandatory in April 2023. The Q.P. for the R.As will be for their own works.
- One of the next new changes being discussed at the PDG is the requirement for recording works start and stop which change from next working day recording” to ‘within 2 hours recording on the Register.
- A Working Group is to investigate the split in the charging of the Fees and Amounts between the R.As and S.U.s to assess if there needs to be a change. In the meantime, all should note the Scottish Government consultation (due to close on 19<sup>th</sup> November) on the Fees and Amounts to be charged for next year and respond even if it is just to confirm agreement with the proposal.

## Superfast Broadband

The Scottish Government holds premise-specific information on planned commercial broadband delivery which is available at <http://www.scotlandsuperfast.com/> with an enquiry form for more information if required. This may be useful to R.As in particular, in responding to misdirected public enquiries over broadband installation.

If there are any queries about any of the above, they should be passed to K.Q.

Public Enquiries about works on the Register – the requirement for members of the public to visit an office to view content of the register will be replaced by the provision of a response indicating where to find the information on the Public Facing Site.

Red Book – The legislation which will make the ‘Red Book’ mandatory for R.As is being laid in November 2021 and will be legally mandatory from January 2022. The second part of that measure, a review of the qualifications (how many card holders per site, card holders for site staff only, or designers etc) will take place next year, and depending on the outcome, may result in new requirements from late 2022 onwards.

Basically, the Red Book must now be followed by RAs. Next year both R.As and S.U.s will be asked if the current process of only one card holder per site, and only for site staff, and not for office staff is satisfactory. Assuming they say it does, that’s the end of the matter. If not, changes will be considered.

## **5. SRWC Report & Performance**

### **a) SRWC Indicators and Statistics Reports**

G.M. provided a verbal report as follows: -

- A Webinar by the Commissioner in conjunction with Transport Scotland was held for Senior Management to remind them of the main road works provisions in the TSA 2019 and associated changes. The presentation was well attended and well received.

The main issues included in the Webinar included: -

- Mandatory Red Book for Roads Authorities
- Reinstatement Quality Plans
- Mandatory submissions to Vault
- Actual Start/Closure notices
- Commissioner Authorised Officers and Compliance Notices
- Revision of SROR and 6-year guarantee period
- The Commissioner has invited the S.R.R.B. to carry out a research project on Reinstatements which are 6 years old. This will add to the data collected in the 2012 research project and set a base line going forward. It will also develop guidance for Inspections on 6-year-old Reinstatements required when the 6-year guarantee is introduced. Two RAUC(S) Representatives will be needed to feed into the project.
- SRWR Help Desk – The Commissioner had received reports that some Representatives had been disrespectful to Help Desk Staff. This was unacceptable and where the person is reported to him the matter will be raised with their employer.
- SROR Review – A Technical Writer will be employed to prepare the first draft which will then be reviewed by the Working group and subsequently the Community.
- **Dashboard** - The previously circulated SRWC 2021/22 Q2 quarterly dashboard was taken as read. Where performance is recorded in red, comments on mitigation / improvement should be passed to the Commissioner’s Office.

- **2020/21 Performance Reviews** – Following further engagement with a small number of Organisations, discussions are ongoing with the oSRWC.
- **Improvement Plans** - 4 Organisations are currently on improvement plans with 2 delivering sufficient improvements to be considered for removal.

Submission date for Q3 Improvement Plans for 2021/22 is Friday - 14 January 2022.

If you have any comments on any of these items, please contact the Commissioner's office at the usual e-mail address.

TAG development is ongoing with update paper submitted to the RAUC(S) meetings.

### **SRWR Report**

I.R. provided the following verbal report: -

#### **Draft SRWR Prescribed Fees and Amounts 2022/23**

A Matrix with an estimate of the Prescribed Fees and Amounts 2022/23 has been circulated. Please note that this estimate is only a guide to aid budgeting. It is based on noticing and areas covered for the previous year and will change before invoices are issued on 1 April 2022.

#### **SRWR Aurora V2**

Symology have upgraded the SRWR with Version 2 of the Aurora package.

This release included enhancements to: -

The look & feel of the system, making it more user friendly and usable /  
Improvements to the mapping, including the ability to view closer to the street /  
New functionality for reporting, such as the ability for reports to be produced offline overnight.

Further details can be found on the Aurora Community Portal news page.

There were issues with the implementation of the new release, the majority of which were resolved within the first week. Lists of the issues resolved and those outstanding can be found on the Aurora News page.

Where it is not possible to deal a problem quickly it is added to the list of issues to be dealt with by the Development Team. In these cases, it is removed from the Support Desk list of problems and added to the Known Issues List. In these circumstances the Support Desk will not be able to provide a date for the remedy to be completed.

As always, if you have any issues which you consider have not been resolved to your satisfaction, please escalate them to Iain Ross.

### **Dial Before You Dig Requests**

All should note that these requests should be dealt with as per Advice Note No. 1. Plant information must be sent back to the applicant direct and not back to Symology.

### **Distribution of RAUC(S) Papers**

As reported previously the RAUC(S) Secretaries (George Borthwick and Brian Cooper) now have access to Office 365. The papers for all meetings are being circulated using OneDrive shared folders. The first round of issuing papers in this manner has been fairly successful but your feedback on this new mechanism is welcome.

George Borthwick's new email address is [george.borthwick@raucs.scot](mailto:george.borthwick@raucs.scot). He can also still be contacted at [secretary@raucs.scot](mailto:secretary@raucs.scot).

Brian Cooper's new email address is [brian.cooper@raucs.scot](mailto:brian.cooper@raucs.scot). He can also be contacted at [se.raucs@raucs.scot](mailto:se.raucs@raucs.scot).

### **RAUC(S) Website**

All Chairs of Local RAUC meetings and Working Groups are reminded that they should keep George Borthwick apprised of changes to their groups and Diary dates etc so that he can keep the RAUC(S) website up to date. Also, the Chairs are reminded that they must provide George with copies of Minutes / Papers for updating the Web site.

### **New Undertakers**

Indigo Pipelines (gas), Indigo Power (electricity), Borderlink Broadband (telecoms) and Netomnia (telecoms) have all joined the Register.

### **SRWR Mobile Apps –Removing Support for Older Android Devices – All are reminded that: -**

The Android versions of the SRWR Mobile Apps were subject to certification changes in September 2021, which will remove support for Android Operating System versions 5, 6 and 7.0.

Prior to this change, the Google Play Store entry will be updated to prevent download of the SRWR Apps on those pre 2016 OS versions. You will be able to download and operate on devices running Android OS versions 7.1.1 (Nougat) and above.

Following the certification changes in September 2021, any devices still running the older versions will permanently fail to connect to the SRWR servers.

Please check your Android OS version now to ensure compatibility and plan any upgrade activities necessary.

It is important for your organisation to use officially supported OS software on your devices. Google currently support Android 8.1 (Oreo) and above only. We are able to retain support for Android OS 7.1.1 and above for the time being, to minimise disruption.

Note: Apple iOS Apps are not currently affected by this change.

## **6. Improvement Notice Action Tracking**

No Improvement Plans were issued in the SW Area in the last Quarter.

## **7. Health and Safety**

All should share bulletins or information on incidents from their Organisation which can be used for training and developing safety.

Scottish Water raised a query about their application to provide controlled pedestrian crossings being turned down. Work is to be carried out on a footpath and will result in it being closed. To provide a safe alternative route the proposed route needs a road crossing. The number of pedestrians is not high, but the view was that a safe alternative is still needed for all including children and those suffering mobility issues.

The R.A. considered that this proposal was out with the code for the provision of the controlled crossings and as such could cause problems with general requests from the public for these facilities going forward. The R.A. is surveying the affected sites as per the code and will comment further in due course.

S.U.s were concerned that they were trying to provide a safe alternative and they were being prevented from doing so.

This matter is not closed, and further discussion will be held.

D.S. Indicated that he was concerned about poles and cabinets being erected as part of the R100 project. In the previous Broadband projects, there had been good discussion on these issues and any problems avoided. A letter had been sent to BT / Openreach but to date no response had been received.

The matter had been escalated within BT / Openreach / Scottish Government and while they were aware of Advie Note 28 they considered it to be for guidance only.

It is likely that more poles will be erected so the need for good communication on locating them was essential.

S.S. indicated that he would raise the matter with Stephen Finch in an effort to move it forward.

D.Ca. indicated that there was concern in the SW Area about the potential increase in the number of poles to be erected by Broadband providers in an effort to accelerate the delivery of faster service. While the desire may be for a faster broadband, the elected members and the public must realise that it may result in increasing numbers of poles and overhead cables in the urban environment.

The R. As are worried about safety not the aesthetics and as long as the poles / cabinets are located correctly the general provision of poles will be dealt with by planners / architects / developers and the public. Contact with the R.A. however is essential before poles and cabinets are erected.

## **8. Environmental Issues**

There are ongoing discussions about: -

- The use of 30 / 14 HRA in footway reinstatement.
- Reduction in environmental pollution and progress to zero waste.
- All should note the content of the Safety Bulletins which are issued.



- All should provide bulletins from within their Organisations to share knowledge with others to improve safety in the Community working towards prevention of accidents.

## **9. Combined reports and comments to cover Local RAUCS reports; Programmes of Major Works; Proposed Changes to road designations; local coring**

Ayrshire Roads Alliance – D.S. / L.L.

- No issues to be raised other than the erection of poles and cabinets as covered in the previous Item.

Dumfries and Galloway Council – M.G. / M.C.

- There were no issues to be raised.
- Thanks were recorded to Scottish Water for pulling off site during an Armistice Service.

East Dunbartonshire Council – D.C.

- There were no issues to be raised

North Ayrshire Council – G.R.

- Ayrshires and East Renfrew met and agreed the future meetings of the new Local RAUC Grouping.

North Lanarkshire Council – T.T.

- There were no issues to be raised.

South Lanarkshire Council – D.C.

- The works programme is posted on the Register.
- There are no other issues to be raised.

M6 Autolink – N.B.

- No issues to be raised.

Balfour Beatty M77 DBFO – J.McC.

- The major works programme was completed.

BEAR Scotland M80 DBFO – D.P.

- Woodhall Bridge is ongoing with no end date available. Further investigations are ongoing.

Amey / SRP / M8 DBFO – M.C.

- Programme on the Register.

Amey – David Allen

- A summary of the works programme will be circulated via the Secretary.  
**Action – D.A. / Secretary**
- Works are recorded on the Register.
- The Woodside Viaduct works are ongoing.

BEAR Scotland S.E. – No report received.

Traffic Scotland – No report received.

CityFibre – J.F.

- Works are posted on the Register.
- R.As are invited to discuss the extent of reinstatements with CityFibre.
- CityFibre are open to discuss duct sharing.
- Regular meetings are being held with R.As to discuss CityFibre projects within their boundaries.

Energy Assets – No Report submitted

ESPUG – S.C.

- Remedial works are planned to be completed by Christmas.

GTC – C.R.

- Works posted on the Register.

Last Mile – S.S.

- No issues to be raised at the meeting.

Lumen - No report submitted.

MBNL – EE/3 - D.H.

- No Major works in the Area.
- Works will be recorded on the Register as and when required.

Neos Networks – R.S.

- No major planned works in the area at present.

Network Rail – C.A.

- No issues to be raised at the meeting.

Openreach – S.S.

- R100 projects ongoing in the Ayrshires, Dumfries and Galloway, North and South Lanarkshire.
- If there are any issues they should be passed to S.S.

Petroineos – No Report submitted

Scottish Water – F.McI.

- The works are recorded on the Register.
- Frames and Covers are available free of charge for replacing existing on resurfacing sites.

- A new Framework Contracts have been let to Coulthards and Lightways in the SW Area. Any problems should be passed to F.McI.
- There have been several defect inspections wrongly dealt with resulting in them remaining on the To Do List. Inspectors are asked to record them correctly
- On Defect Notices, R.As are asked to attach photographs of the sites with information provided in the text box.
- Scottish Water and SGN are happy to meet with R.As to discuss the 30 / 14 HRA reinstatements in order to get some sort of agreement as soon as possible.
- Scottish Water are eager to have the 30 / 14 reinstatement in footways as part of a continuous road reinstatement agreed with the R.As. She would meet with the R.As to discuss the matter if it is likely to speed up the decision.

SGN – J.G.

- SGN like Scottish Water is looking for photographs and text descriptions on Defect Notices, inspections recorded correctly and closed where relevant.
- All internal testing such as coring, clegg testing etc is ongoing with results recorded against the sites.
- All works are posted on the Register.
- There was an Incident in Ayr which has resulted in a decision by SGN to replace infrastructure in the area. This will draw squads away from other programmed works which will need to be reprogrammed.

Sky – C.M.

- Sky has no works planned in the Area at present.

SPEN – J.C.

- Works and sites are back to normal.
- Works are recorded on the Register

Virgin Media – O.H.

- No planned works in the Area.

Vodafone – Apologies recorded.

## **10. AOCB**

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

The Secretary indicated that this Item is a standard Item on the Agenda 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 is a standard Item on the Agenda and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

### **c. Meetings 2022**

The meeting dates will be confirmed at the RAUC(S) meeting on 1<sup>st</sup> December 21.

The South and West Areas will both be chaired by R.A. representatives from 1<sup>st</sup> April so the R.As need to consider the matter and agree who will be the Chairs.

**Action – R.As**

East and North Areas will be chaired by S.U. Representatives.

There will need to be a review of the Areas with the R.As being allocated to the new Contact Lists.

I.R. indicated that the oSRWC would assist with contact names if required.

**11. Date and Venue of the Next Meeting**

**SW Area RAUC Next Meeting: - Wednesday 23<sup>rd</sup> February 2022**

**This meeting will be held on MS TEAMS.**

**Future Meetings of SRAUC and WRAUC: -**

**SRAUC: - Thursday 16<sup>th</sup> June 2022  
Thursday 13<sup>th</sup> October 2022**

**WRAUC: - Tuesday 14<sup>th</sup> June 2022  
Tuesday 11<sup>th</sup> October 2022**

**The Meeting Venue: - To be agreed**

The meeting closed at 12.10