



SOUTH WEST AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the Quarterly Meeting

Date: - 25th August 2021

Meeting held on MS TEAMS

Present:

Julie Greig (Meeting Chair)	J.G.	SGN
David Allen	D.A.	Amey (SW Trunk Road Operator)
Caroline Auld	C.A.	Network Rail
Neil Brannock	N.B.	Autolink M6
Clare Callaghan	C.C.	Scottish Water
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
Stefeni Cownley	S.S.	ESPUG
Matthew Crossan	M.C.	Dumfries and Galloway Council
Gerry Cullen	G.C.	Amey
Karyn Davidson	K.D.	Vodafone
David Fleming	D.F.	PAG T.S. Agent M74
Jim Forbes	J.F.	CityFibre
Mike Grunwell	M.G.	Dumfries and Galloway Council
David Hearty	D.H.	MBNL-EE/3
Lindsay Henderson	L.H.	O.S.R.W.C.
Mamadou Jalloh	M.J.	North Lanarkshire Council
Stephen Kitt	S.K.	BEAR Scotland (S.E.)
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
Andrew Matheson	A.M.	Virgin Media
Chris Murray	C.M.	Sky
Valerie Park	V.P.	South Lanarkshire Council
David Paton	D.P.	BEAR Scotland (M80 DBFO)
Kat Quane	K.Q.	Transport Scotland
Graeme Robin	G.R.	North Ayrshire Council
Iain Ross	I.R.	O.S.R.W.C.
Carine Russell	C.R.	GTC
Stephen Scanlon	S.S.	Openreach
Ruth Scott	R.S.	SSE (Telecom)
David Shaw	D.Sh.	Ayrshire Roads Alliance
Sean Smith	S.S.	Last Mile
Elaine Stewart	E.S.	SPEN
Scott Sutherland	S.S.	Amey
Peter Walton	P.W.	Lumen

In Attendance: -

George Borthwick G.B. Secretary to SW Area RAUC

Apologies:

John Ashcroft	J.A.	North Lanarkshire Council
Barry Hall	B.H.	GTC-UK
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
Owen Harte	O.H.	Virgin Media
Jock Laidlaw	J.L.	Autolink M6
Lynne Lyle	L.L.	Ayrshire Roads Alliance
Alex Rae	A.R.	SGN
Jordan Robertson	J.R.	Autolink M6.
Tony Thom	T.T.	North Lanarkshire Council

1. Welcome, Attendance and Apologies

Julie Greig welcomed all to the 25th August 2021 meeting of the SW Area RAUC.

Apologies were recorded as listed above.

2. Minutes of the Last Meeting held on 26th May 2021

a. Accuracy

The minutes of the last meeting of the SW Area RAUC held on 26th May 2021 on MS TEAMS were agreed as read.

b. Action Tracking

See the Action Tracking Summary with the following additional comment: -

26th May 2021

Item No. 9c - 30 / 14 Reinstatements

Scottish Water repeated their request for the R.As to extend the temporary agreement to use 30 / 14 reinstatements in the footway. J.G. indicated that they also wanted this agreement extended. The matter has been passed to the SROR Review Group who will comment in due course. The R.As will discuss this topic at their meeting in September and their view was that a joint response should be made to avoid any problems in the period until the response is received from the SROR group.

The S.U.s were keen to use this material as it would help with the environment and assist them in moving towards their zero waste target.

3. National Coring Programme

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

- The Working Group is continuing to meet monthly (meeting 26th August).

- The target is to have revised Advice Note No 3 ready for approval at the end of the year.
- The SW Area Lead Authority Representative will be Alan Houston from East Dunbartonshire Council.
- The problem of coring narrow trenches will be discussed at tomorrow's meeting.
- KHub will be rolled out to the Coring Representatives and all Organisations were asked to check with their IT Departments that they would be able to access the system which will be used to circulate files, data and reports efficiently.

4. Matters Arising from RAUC(S) Meeting held on 2nd June 2021

The previously circulated Minutes of the RAUC(S) meeting held on 2nd June 2021 were taken as read.

i. Advice Note No. 22 Revision

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

The Advice Note had been revised to remove references to Section 61 which is being repealed. Jason Halliday (West Lothian Council) had suggested that reference should be added to indicate the need for Section 109 Applicants / Contractors to have a Quality Plan. There were no other changes to the document.

ii RAUC(S) Constitution

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

- The intention was to submit the proposal to RAUC(S) in September for approval.
- The number of Local RAUC Meetings had been reset to 4 meetings per year as at present.
- The new Constitution will be introduced in April 2022.

iii. Quality Plans

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

- This matter has been in discussion for 6 months and now needed to move forward to accommodate the S.U. soft launch in April 2022 followed by the hard launch a year later.
- The R.As were concerned that they had not had sufficient consultation and now required time to discuss the matter and comment on it. As a result comments would be received by David Capon and Jim Forbes up until 21st September 2021.
- The Community R.As had held a meeting to consider this and other topics relating to national issues. There was a general concern that consultations were not being carried out correctly with the information (papers) not being issued with sufficient time to deal with them.

The R.As will now meet more regularly to deal with national issues.

All papers relating to consultations and the like should be sent out separately as soon as they are ready to be issued.

Phil McKay is aware of this problem and will be dealing with it.

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 .

The revision to 4 Areas will reduce the number of Representatives required for the Working Groups.

b. Scottish Government Update

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

- Covid 19 Update – Road Works and Construction are now under Safer Workplaces. There are no new requirements from the last instructions which were issued.
 - Additional information is available on the link in the paper including the rules for car sharing including work vehicles.
 - Office working can now go ahead with the relevant rules observed but home working is still recommended where possible. Blended working can be used where the arrangements can be made.
 - If you are pinged by the App you require to self-isolate pending an all clear result from a PCR test. If you get a positive test result or have Covid 19 symptoms you should immediately self-isolate until you receive a clear test result, and the symptoms are clear.
 - Where you are working or meeting face to face inside you are still required to wear a mask.
- Transport (Scotland) Act 2019 – The schedule issued during the last round of meetings in May has been updated with several dates added. These dates have been booked in the Parliamentary Diary but depending on the priority of business they may change.

Red Book compliance is in the diary for 25th November 2021 with Enforcement to be in place for 3rd January 2022.

- Information Event for Senior Managers – this event is covered in the Commissioners Report.
- Scottish Broadband R100 - 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 roads authorities in particular, in responding to misdirected public enquiries over broadband installation.
- EU Operatives Medical Treatment - All should note that EU Operatives working in Scotland can have Emergency / Urgent treatment free at point of use. It is not fraudulent to seek treatment even if you are a non UK national, so there is no need to give a false name or wait until returning to your home country to seek emergency treatment. There are other guidelines for non-emergency treatment.

c. Cop 26

- Jamie Rodden has agreed to provide a presentation to the RAUC(S) September meeting. He will share the slides when they are available.

- The Glasgow Embargoes will be in place from 1st Sept to 17th November but on the Traffic Sensitive routes they will be in place from 1st Oct to 17th November.
- Getting Ready Glasgow has gone live and it provides information on the on traffic plans etc. to the public.
- R.As will review the diversion routes related to the Trunk Roads Strategic Diversionary Routes and place embargoes where considered necessary.
- D.Ca. indicated that South Lanarkshire had discussed the requirements for COP 26 with the Police. Where embargoes are recorded on the network S.U.s requiring to carry out works on an affected route should contact the office and discuss the matter. Where possible arrangements will be agreed.
- S.U.s require information on potential closures / embargoes as soon as possible.

5. SRWC Report & Performance

a) SRWC Indicators and Statistics Reports

L.H. provided a verbal report as follows: -

- A Webinar by the Commissioner in conjunction with Transport Scotland will be held for Senior Management to remind them of the main road works provisions in the TSA 2019 and associated changes. The presentation was due to be held last year but due to Covid 19 it was postponed and it is now felt that the a reminder should be provided on the key provisions to assist with planning and organisation ahead of the relevant sections being introduced.

The main issues which will be included on the Webinar will include: -

- 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 webinar which will be on MS TEAMS will last about an hour and is provisionally booked for 28th October. More information on the event will be provided nearer the date. A letter of invitation will be sent out to Senior Contacts in due course, but all are asked to speak to their Managers and get them to set the date in their diaries.

Quarter No. 1 2021 / 22 Performance Dashboard

- The Dashboard has been circulated prior to the meeting. The subtle changes to indicator targets contained in the Compliance and Monitoring Bulletin No. 4 issued in March 2021 (available on the SRWC website) have been applied to the data recorded in the Dash Board.
- **2020/21 Performance Reviews** – Following on from the 2020-21 Performance Reviews:- 12 Roads Authorities and 8 Statutory Undertakers were asked to submit a response on the non-compliant aspects of their road works delivery. Most Organisations responded by their respective sector deadlines.
- **Improvement Plans** - 4 Organisations (1 RA and 3 S.U.s) continue to be reviewed quarterly. An additional 2 Organisations are currently being considered for inclusion.

The Submission date for Q2 Improvement Plans for 2021/22 is Friday - 15 October 2021.

- Any comments on or queries about any of these items should be passed to the Commissioner's office at enquiries@roadworks.scot.
- SROR review is ongoing. The scoring undertaken by the RAUC(S) SROR Working Group was complete and the scores and comments were collated by the Commissioner's office. The resulting data is being reviewed and a progress report will be presented to the RAUC(S) September meeting. A Technical Writer will be employed to draft the Code.

Management & Operation of SRWR

L.H. provided a verbal report as follows: -

- Fees and Amounts – All invoices have been paid and all were thanked for paying promptly.
- SRWR Support Desk
A reminder was given that Symology had introduced a new telephone number **0808 196 8341** for reporting issues or raising queries. Contact can still be made by email to srwr@symology.co.uk.

If the Support Desk are not able to resolve the issue or have closed it without resolving it to your satisfaction you can escalate it to Iain Ross (via enquiries@roadworks.scot) with details of the problem.

- SRWR Aurora V2
Symology plans to release a major upgrade to their Aurora system used by the SRWR in mid-October 2021.

The new Version includes enhancements to the look & feel of the system to make it more user friendly; improvements to the mapping, including allowing a view closer to the street; and some new functionality around reporting, such as the ability for reports to be produced offline overnight.

Further details can be found by watching Webinar 7, available on the Aurora Community Portal news page.

- SRWR Webinars
Symology have now held several webinars on various aspects of the SRWR. Any suggestions for topics for future webinars should be passed to Symology. There has been good feedback about the Webinars from the Community.
- SRWR Interfacing
All Organisations are reminded that there are tools available to allow the SRWR to interface directly with works management systems. Enquiries about the facilities should be passed to Iain Ross (via enquiries@roadworks.scot).
- BT/SRWC Vault License Agreement
The Commissioner has now entered into an agreement with BT allowing access to their asset data. This will hopefully soon lead to BT data being available on the Vault.
- RAUC(S) Papers Distribution
The RAUC(S) Secretaries (George Borthwick and Brian Cooper) are being given access to Office 365. It is planned to circulate the papers for the relevant meetings using OneDrive shared folders from the next tranche of meetings.

Details on how to access the papers will be circulated to members before the meetings.

- **RAUC(S) Website**
All chairs of Local RAUC and Working Group Meetings are reminded of the need to keep George apprised of changes to their groups and provide hi, with Minutes and relevant papers so he can keep the RAUC(S) website up to date.
- Two new S.U.s namely Indigo Pipelines (dealing with gas) and Indigo Power (dealing with electricity) have joined the Register.
- **Mobile App Access – Information copied from Aurora News Portal**
“SRWR Mobile Apps – removing support for older Android devices
The Android versions of the SRWR Mobile Apps are 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: the 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. J.F. stressed the need to share H&S information as it provided good information for training and there was always the chance that an accident could be prevented in the future. S.K. indicated that he would try to circulate bulletins to the Community through the Secretary. **Action – S.K. / Secretary**

8. Environmental Issues

This was a new Item which had been added to the agenda to accommodate discussion on topics raised by the Members of the Committee. All should share information on new processes and materials being trialed / introduced into their Organisation.

Discussions on the use of 30 / 14 reinstatements can fall into this Item.

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.

- The 2021 / 22 programme is now being progressed with all works being posted on the Register.
- There are no changes to the Designations.
- There is no internal coring programme.
- S.U.s should proposing to locate above ground apparatus within the road boundary must consult with the R.A. as well as the Planning Department.

Dumfries and Galloway Council – M.G.

- There was a good attendance at the last Local RAUC meeting.
- There were no issues to be remitted to this meeting.
- Events were likely to start again and embargoes would be arranged where required and these would be posted on the Register.

East Dunbartonshire Council – D.C.

- There were no issues remitted from the last Local RAUC meeting.
- Major works at Canniesburn Toll Roundabout in Bearsden are planned for February/March 2022 Discussions on existing plant etc required at an early date. **Action – D.C. / S.U.s**

North Ayrshire Council – G.R.

- The works programme including resurfacing is ongoing.
- There were no issues to remit to this meeting from the Local meeting.
- There was no internal coring being carried out.
- There are no designation changes planned.

North Lanarkshire Council – T.T.

- The programmed works and embargoes are posted on the Register.
- There were no issues remitted from the last Local RAUC meeting.

South Lanarkshire Council – D.C.

- The works programme is posted on the Register.
- There were no issues to remit to this meeting from the Local meeting.
- There was no internal coring being carried out.
- There are no designation changes planned.
- Cop 26 – embargoes will be kept to a minimum but Notices submitted for affected routes will be monitored. S.U.s should liaise with the R.A. when planning work during the period of the Conference.

M6 Autolink – N.B.

- No issues to be raised.

Balfour Beatty M77 DBFO – J.McC.

- Works will be carried out on overnight shifts on the A77 Meiklewood over a 3-week period

BEAR Scotland M80 DBFO – M.C.

- Works on the Register.
- There was no internal coring being carried out.
- There are no designation changes planned.

Amey / SRP / M8DBFO – S.S.

- Programme on the Register.

Amey – David Allen

- A summary of the works programme will be circulated via the Secretary.
Action – D.A. / Secretary

BEAR Scotland S.E. – S.K.

Overnight works will be carried out on the ??? commencing ???/

Traffic Scotland – D.F.

- Mobile CCTV cameras will be used on the network affected by COP 26.

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.

Energy Assets – No Report submitted

GTC – C.R.

- Works posted on the Register.
- No other issues.

Last Mile – S.S.

- The works are recorded on the Register.
- S.S. will pass information to D.Ca. on their Representative for the South Lanarkshire Local RAUC 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.
- D.H. apologised for the late arrival at the meeting.

Neos Networks – R.S.

- No planned works in the area at present.

Network Rail – C.A.

- Works on the Register should be assumed to be going ahead.
- Network Rail is currently unable to input or update Diversionary Works Notices on the Register and are waiting for a fix from Symology.

Openreach – S.S.

- Fibre Upgrade ongoing in several areas. Works in all affected areas are posted on the Register.
- Discussions will be held with relevant R.As.

Petroineos – No Report submitted

Scottish Water – C.C.

- The works are recorded on the Register.
- Frames and Covers are available free of charge for replacing existing on resurfacing sites.
- A new Framework Contract is about to be let which will appoint new Contractors to reinstatement and iron works contracts. There is likely to be two contractors in the southwest. Some works may be reallocated to the new contractors.
- Scottish Water is looking to introduce Auto Green / ADS temporary traffic signals on sites. Experience has indicated that there is an improvement in traffic flow, replaces manual control and consequently improves health and safety. Scottish water are developing a quality indicator for performance by their Contractors on providing and maintaining signals.
- Embargoes / closures etc required for COP 26 should be posted on the Register asap.

Scottish Water – C.McQ.

- The 2021 / 2027 Capital Works programme now ongoing.
- Schemes have been posted on the Register.
- The internal coring programme is now ongoing, and the results will be shared with the relevant RAs once they are agreed. The meetings to discuss the results are suspended at present due to the Covid pandemic.

SGN – J.G.

- SGN is looking to introduce Auto Green / ADS temporary traffic signals on sites. Trials suggest a 50% queue reduction on sites where they are in use. D.C commented that the sensors on the ADS signals need to be maintained just like those on the existing vehicle activated temporary traffic signals.

J.G. was asked to provide R.As with more details of the new signals and the operational arrangements they would have in place to deal with failures. J.G. stated these would be the same arrangements that are in place for current signal failures.

The R.As asked to be involved in the introduction of the new signals. The S.U.s would be happy to discuss this development.

J.F. indicated that CityFibre would be looking to introduce the new signals on their sites.

- SGN require the temporary agreement to use the 30 / 14 reinstatements to be extended and the extended use of SMR is planned.
- All internal inspections such as coring, clegg testing etc is ongoing.
- All works are posted on the Register.

Sky – C.M.

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

SPEN – E.S.

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

Virgin Media – O.H.

- No planned major works at present.
- Other works posted on the Register.

Verizon – A.W.

- No issues to raise.

Vodafone – K.D.

- No planned major works at present.
- Other works posted on the Register.

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 considered the various options as follows: -

- Face to face meetings could be held but risk assessments may still be required.
- Blended meetings could be held if the venue could provide the call in / online facilities.
- MS TEAMS meetings had been successful with savings on time / travel and in some cases accommodation. On that basis these arrangements should continue. These factors would be high on the agenda when considering COP 26 / Zero Targets in reducing waste. The P.D.G. will continue online for the present.

- Staff are still working from home with, in some cases, time spent in the office as required and this arrangement could go on for some time as Covid showed no signs of easing and long term Covid was an issue. The vaccination was not a guarantee that you would not get Covid and or pass it on to others.
- The face-to-face meetings did allow for networking with discussion with colleagues before and after the meeting. This often allowed problems to be dealt with early.
- The revised Constitution allowed for two online meetings and one face to face / year.
- The decision was made that the next meeting in November should be online, and the arrangements could be agreed for subsequent meetings.

d. Recording Sites with Asbestos

The sites with asbestos present should be recorded as hazardous materials in the same way as sites with coal tar present. These sites should be recorded as Sites of Engineering Difficulty in the associated tables.

11. Date and Venue of the Next Meeting

SW Area RAUC Next Meeting: - Wednesday 24th November 2021

This meeting will be held on MS TEAMS.

Future Meetings: - To be agreed at the November meeting.

The Meeting Venue: - To be agreed

The meeting closed at 12.10