

SOUTH WEST AREA ROADS AUTHORITIES & UTILITIES COMMITTEE
Minutes of the Quarterly Meeting
Date: - 26th February 2020
**Kirkintilloch Town Hall
 Union Street,
 Kirkintilloch,
 G66 1DH**
Present:
Duncan Carrick (Chair)

Neil Brannock	N.B.
Angus Carmichael	A.C.
Jaoa Carmo	J.C.
Martin Cochrane	M.C.
Matthew Crossan	M.C.
Alan Crozier	A.C.
Gerry Cullen	J.C.
Karyn Davidson	K.D.
David Fleming	D.F.
Jim Forbes	J.F.
Clare Gordon	C.G.
Mike Grunwell	M.G.
Owen Harte	O.H.
David Hearty	D.H.
Lindsay Henderson	L.H.
Gary Hunter	G.H.
William Luke	W.L.
Fiona McInnes	F.McI.
John McCulloch	J.McC.
Craig McQueen	C.McQ.
Chris Murray	C.M.
Valerie Park	V.P.
David Paton	D.P.
Kat Quane	K.Q.
Alex Rae	A.R.
Graeme Robin	G.R.
Ruth Scott	R.S.
David Shaw	D.Sh.
Craig Stewart	C.S.
Tony Thom	T.T.

D.C.
East Dunbartonshire Council

M6 Autolink
Scottish Road Works Commissioner
SPEN
Amey / SRP / M8DBF
Dumfries and Galloway Council
Energy Assets
Transport Scotland
Vodafone
PAG T.S. Agent M74
CityFibre
Scotland TranServ
Dumfries and Galloway Council
Virgin Media
MBNL – EE / 3
O.S.R.W.C.
GTC
Openreach
Scottish Water
Balfour Beatty M77 DBFO
Scottish Water
Sky
South Lanarkshire Council
BEAR Scotland (M80 DBFO)
Transport Scotland
SGN
North Ayrshire Council
SSE (Telecom)
Ayrshire Roads Alliance
East Dunbartonshire Council
North Lanarkshire Council

In Attendance: -

George Borthwick	G.B.	Secretary to SW Area RAUC
Robert Young	R.Y.	Digital Scotland (Scottish Government)
Martin Pollard	M.P.	Transport Scotland

Apologies:

Graeme Alison	G.A.	Dumfries and Galloway Council
John Ashcroft	J.A.	North Lanarkshire Council
Caroline Auld	C.A.	Network Rail
David Carter	D.Ca.	South Lanarkshire Council
Lisa Haston	L.H.	SPEN
Jock Laidlaw	J.L.	Autolink M6
Lyne Lyle	L.L.	Ayrshire Roads Alliance
Andrew Matheson	A.M.	Virgin Media
Stephen Scanlon	S.S	Openreach
John Scougall	J.S.	North Lanarkshire Council
Elaine Stewart	E.S.	SPEN

1. Welcome, Attendance and Apologies

Duncan Carrick welcomed all to the 26th February 2020 meeting of the SW Area RAUC.

Apologies were recorded as listed above.

Presentation – European Championships / COP 26 Climate Change Conference Martin Polland – Head of Events and Resilience - Transport Scotland

Martin Commented as follows on the European Championships: -

The Games will be held at Hampden on: -

- Mon 15th June 1400 hrs Czech Rep v Scotland/ Israel/ Norway/ Serbia
- Fri 19th June 1700 hrs Croatia v Czech Rep
- Tues 23rd June 2000 hrs Croatia v Scotland/ Israel/ Norway/ Serbia
- Tues 30th June 2000 hrs Winners of Group E (likely Spain)

There will be embargoes on works on the trunk road network north of the Scotland / England border to Dunblane with team accommodation and training sites scattered through the central belt. The routes also cover access from the ferry ports, airports and potential locations where the teams and fans will be staying.

The Trunk Road Works Restrictions will: -

- Focus on getting the right proportionate balance between protecting event traffic and maintaining Business as Usual with maintenance and enhancement activity on the network.
- Acknowledging also impacts of COP26 later in 2020 in constraining works on the network
- Restrictions in place on relevant roads from 0001 Sun 14th June to 2359 on Wed 24th June and then from 0001 Mon 29th June to 2359 Wed 1st July

The public transport arrangements will be enhanced to consider the following: -

- City Centre Shuttle Buses
- Airport Shuttle Buses
- Rail

Glasgow City Council and other adjacent Councils are likely to have their own embargoes on the relevant networks in their areas. Each Council will require to consider likely impact on their own network and raise embargos where required.

South Ayrshire should consider an embargo on the A79 from Prestwick International Airport to the Roundabout junction with the A78.

There will be a Fan Zone with Large Screens in George Square and in the Merchant City in Glasgow.

Martin commented on the discussions / arrangements (so far) for the Cop26 Conference: -

This is the largest event of its kind ever held in Scotland with some 185 Heads of State and Royal visitors attending. There will also be some 15000 delegates. In addition it is anticipated that there will be a strong protest group attendance in Scotland (no numbers / locations known at this time)

The event is being held from 9th to 19th / 20th November at the SECC / Hydro Complex which will be a no-go area before and during the Conference. The Conference village construction will commence around late September and through October.

Issues to note: -

- Modal shift – electric / hybrid vehicles to be used
- Airports / Rail network and Road network all likely to be affected. There will be disruption to travel e.g. A814 Clydeside Expressway will be closed for a period before and after the event for some weeks. There will be vehicle and travel displacement.
- Other venues may be used not necessarily in Glasgow e.g. Edinburgh.
- Heads of State / Delegates are likely to want to visit other sites of interest during their stay.
- Police are likely to use blue light convoys to gain access for Heads of State etc. This may result in periods of disruption on the motorways and other routes.
- The Freight Transport Association will be involved in discussions to arrange for their operations to continue as well as possible.
- S.U.s will need to have staff on duty for the period with security clearance to operate in the restricted areas.

Glasgow City and others are very much involved and will have route embargoes etc planned for the period.

Main message to all is to prepare well ahead and consider what works are planned for Oct and Nov in and around Glasgow.

Action – ALL

SU's will be invited to next meeting to discuss likely security arrangements that will be required.

Emergency works will be carried out on the Trunk Roads but restricted as far as possible to overnight.

More information will be distributed in the coming weeks and months.

2. Minutes of the Last Meeting held on 27th November 2019

a. Accuracy

The minutes of the last meeting of the SW Area RAUC held on 27th November 2019 at the Kirkintilloch Town Hall, Union Street, Kirkintilloch, G66 1DH were approved as read.

3. Local RAUC Reports

a. Ayrshires Local RAUC

There were no issues remitted to this meeting.

b. East Dunbartonshire & North Lanarkshire RAUC

There were no issues remitted to this meeting.

c. South Lanarkshire Local RAUC

There were no issues remitted to this meeting.

d. Dumfries & Galloway Local RAUC

There were no issues remitted to this meeting.

4. Matters Arising from RAUC(S) Meeting held on 4th December 2019

The previously circulated Minutes of the RAUC(S) meeting held on 4th December 2019 were taken as read with the following summary: -

- The Transport (Scotland) Bill received Royal Assent in November and is now known as the Transport (Scotland) Act 2019. The Commencement Schedule and a Guide to the Act are being drafted and will be published in due course.
- The Act includes the legislation for the Commissioner to set up an Inspectorate.
- S.U.s and R.As need to set up Quality Plans. Drafting has already started on the S.U. Plans and the R.As are starting the process. SCOTS have been asked to provide Representatives to assist in the process.
- A briefing Seminar will be held at Victoria Quay on 1st April. Places have been restricted to 1 per Organisation but there may be some spare which will be issued on a first come basis. Attendance at the Seminar should be by Middle / Senior Managers who can influence their Organisation.
- A small Working Group has been set up to review the Advice Note No. 8 looking at TTROs and adding reference to them including standardisation of the process for applying for them. Any Comments or suggestions should be passed to either Julie Greig or Jason Halliday.
- The Register will be rolled out for Monday 6th April 2020.
- The training is now available online. There have been some problems viewing the Videos due to Organisation's IT restrictions. This is being dealt with. All Organisations will receive an email asking them to take part in Stress Tests on the new System. The Tests will be carried out on the 10th, 17th, 24th and the 31st March between 1400 and 1450. Operators should go online in the test site and input notices which can be fictitious as they will not appear in their live data and the test is just to confirm that the Register will cope with a normal / above normal workload.
- All were asked to log into the test site to gain familiarity with the system.

- The Community should note that the system is the Scottish Road Works Register and not Aurora which is a trade name for the product.
- Dumgal have arranged a room for their staff to do the training. This takes them away from their desks and interruptions.
- The HAUC UK Conference will be held on 14th May in the Emirates Cricket Ground, Old Trafford Manchester. It is a free event and the Commissioner is presenting one of the papers.
- All should note that the Red Book will become mandatory under the new Act.
- The Fees are due to be paid from 1st April with 60 days to pay. An email is being sent out early in May with the estimated Fee. This is to give Organisations time to set up Purchase Orders and arrange for an early payment.
- A Working Group is reviewing the RAUC(S) Constitution. A paper with the proposals will be sent out in due course.

a. Inspections Code

The draft which was submitted to the December RAUC(S) meeting has been revised and circulated to the Community.

The changes made are generally to make it read better and there are no changes to the content of the previous draft.

The new Draft will be presented to the March RAUC(S) meeting and if there are no more changes required it will be approved for publication.

b. RAUC(S) Working Group Recruitment

The previously circulated copy of the Working Group Recruitment Schedule is now up to date with the addition of the Working Group which is reviewing the Advice Note No. 8.

5. National & Local Coring Update

a. National Coring Update

An update on the Coring Programme was recorded as follows: -

The Working group had met in January to review the Results of the Coring and prepare to collate them for the final Report to be submitted to RAUC(S) in March for approval to publish. At the meeting it became clear that the March deadline could not be achieved due to problems with the results. C.McQ. commented as follows: -

- The data in the Appendices did not match in some cases and that information did not correlate with the results recorded in the Register (some 500 results not recorded).
- The Group decided to delay the report for 3 months in order to get the results corrected.
- Appendix A had been reissued to the S.U.s to confirm the content.
- Progress is now being made.
- There are two cores missing on the Trunk Road network which are being investigated.
- Good work had been done on the actual coring, but it was the final administration which had failed.
- The Commissioner thanked Craig, Ian and the Group for their input to the programme. This was echoed by the Chair.

- Jim Clegg is about to retire so will not be available to tie up the results. C.McQ. recorded his thanks to Jim for his assistance with the programme.
- If there were any issues with the data / results they should be passed to the Working Group as soon as possible.
- By Friday 28th March all results and records should be agreed ready for collation. There are some S.U.s still to complete this task and R.As were asked to chase this up.

Action – R.As

b. Local / Internal Coring Programmes

The Scottish Water coring of Capital Works is ongoing.

6. SRWC Report & Performance

a. SRWC Report

The report summarised the items as follow: -

- The Commissioner had issued penalties in January against 3 S.U.s (£6k each) for systematic poor performance over 3 years. They are G.T.C., Fulcrum and Energetics. A fourth penalty was suspended and not issued.
- There are still some passes available for the Transport (Scotland) Act briefing Seminar on 1st April in Victoria Quay which are available on a first come basis. Senior / Medium Level Managers who can push progress should attend.
- Openreach had provided a demonstration of their Narrow Trenching technique in Edinburgh. The Track was 100mm wide as permitted in the SROR. Type I for this width of track is not considered to be suitable and the use of foamed concrete is a better solution. The rock wheel could rip out plane if it was not checked with a cat and safe excavation should always be used. This process is about to be demonstrated in the ARA Area. Suitable T.M. has to be established to deal with the length of track excavated on one run.

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

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

- All comments and responses on poor performance should be sent in to Graham Milne.
- Performance Reviews – All the follow up meetings for Roads Authorities and Utility companies have been concluded with a total of 11 Roads Authorities and 10 Utility Companies meeting with the Commissioner.
- Improvement Plans – 5 roads authorities have been removed from their improvement plans with 1 being placed on a schedule for review in April 2020. The remaining 5 are being continually monitored with a desire to close all plans by Dec 2020. No new authority has been added to the IP process.

6 Utility companies remain on improvement plans with 3 of those receiving penalties for long term and systematic failures. No new utilities are being considered for an improvement.

- In general, the performance is showing an improving picture. Works awaiting closure needs some attention.

c. Improvement Notice Action Tracking

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

7. Safety

a. Safety Concerns/Issues

The previously circulated batch of Safety Bulletins were taken as read.

These Bulletins should be read and issued to relevant operatives. They are a useful item for consideration at toolbox training sessions.

All were asked to pass any internal Bulletins to the Secretary for circulation as a useful guide to Safety Improvement.

c. Traffic Management Issues

No issues recorded.

8. Information on Strategic Programmes of Works

a. R.A Projects

No projects were reported to the meeting.

b. S.U. Projects

No projects were reported to the meeting.

c. Superfast Broadband Rollout

DSBB Programme is still on planned Programme Targets, and is due for completion at the end of year 2019/20.

Deployment is now almost exclusively Fibre to the Premise (FTTP), with around 80 installations remaining.

There is a further deployment planned, termed Reaching for 100% (R100), to address the remaining premises that will be without access to Superfast Broadband. There will be three Contracts – North, Central and South. Councils in the South West Scotland are within the Central and South Contract Areas.

BT/Openreach have been awarded the Central and South Contracts. These Contracts are currently being mobilised. The R100 Programme team intend to meet with all Roads Authorities in Scotland to discuss the deployment of the works.

D.C. reported on a recent meeting in Glasgow with the Department of Culture Media and Sport regarding the projects to extend the superfast broadband network as follows: -

- Also attending the meeting were Kat Quane, Jane Dunlop, and the Commissioner.
- In general, the early input from the Department focused on the Community south of the Border and how projects were carried out there.
- The Commissioner explained that the situation was completely different in Scotland where the Register, different Codes Advice Notes and Legislation and

VAULT all contributed to the coordination and management of Roadworks being carried out by S.U.s.

- The project was being progressed to have the network in place by 2025. Where possible existing ducts, poles and masts would be used to minimise excavations.
- The request was made that local Authorities including the Roads Authorities must be consulted.
- The proposal is to use 50-Metres-high masts to accommodate multi Organisations.
- They suggested that public assets e.g. street lighting columns could be used but early discussion with Street Lighting Departments suggested that this would not be approved.
- They were encouraged to set up a post like Robert Young's appointment to oversee and facilitate the project.
- Other issues included: -
 - Liaison with Estates Departments and planners
 - Revisions should be progressed where require to Legislation e.g. Planning Regulations
 - Provision of ducting into the buildings in new build developments
 - Size of cabinets and where they could be located

D.S. commented on Fibre to premises work by Openreach in Kilmarnock. The scheme was endeavouring to use existing ducts but problems were being encountered with blockages in the ducts.

M.G. commented on more than one Notice being raised for the same section to accommodate ducting then cable laying. They were also using standard works rather than major works.

The Planner / Coordinator for such schemes needed to maintain regular contact / meetings with the R.A. to ensure good cooperation and coordination.

D.S. indicated that it was likely that narrow trenching would be introduced for work in the ARA Area.

9. Proposed Changes to Road Designations

No issues raised under this Item.

10. Management and Operation of the SRWR

A verbal report was provided as follows: -

- The invoices for the Prescribed Fees and Amounts are Statutory and must be paid within the stated period. They will be issued by 1st April with a 60 day payment period from that date. A quotation will be sent to all early in March to allow Organisations to plan to make the payments as early as possible requesting Purchase Orders where relevant.
- The Register Training is now available and will remain open until 8th June. The training Modules are as follows: -
 - Register Overview
 - Co-ordination – Standard
 - Co-ordination – Advanced
 - Works Promoter – Standard

Works Co-ordinator – Advanced
Permissions and Consents
Inspector

- The module and test must be completed to gain access to the Register.
- The Transition and ongoing Training is free, being paid for via the Fees and amounts,
- The time taken to complete the module was 4 to 6 hours, but the indications are that it is taking longer. M.G. indicated that Dumgal had found that the only way to complete the modules was to provide a room away from the normal workstations and disruptions.

If the email regarding the login information was not received contact the Support desk for assistance. Once received the action must be progressed within 7 days.

The existing Register will close down on the afternoon of Friday 3rd April and will be available on the morning of Monday 6th April. Notices and FPNs should not be affected as the down period is over a weekend. If there are any problems the R.As are asked to deal with them pragmatically.

The Mobile Apps will also need to be updated and instructions will be issued to the users during the week leading up to the 3rd April. All users should Sync before closedown or any Notices etc awaiting download will be lost.

An email was issued to all primary contacts indicating that there are some new URLs which need to be whitelisted by I.T. providers. All are asked to ensure this action has been completed and a response sent to the email. **Action - All**

The Stress test will be carried out on the new Register on 10th, 17th, 24th and 31st March between 1400 and 1450. As many users as possible are asked to log on to the test page and submit some Notices and carry out other tasks. These actions are on the test page and will not affect their normal work / records on the Register. **Action – All**

- There are S.U. changes on the Register as follows: -
Energetics has been renamed Last Mile Gas and Last Mile Electricity
Solway communications has been renamed Grain Communications
Axione has joined the Register.
- Duration Charges which are currently recorded on the Register will be removed in the new Register. These charges are not in the Scottish Legislation and should not have been included in the current Register.

10b. Gazetteer Report

The following update was provided: -

- The last Gazetteer upload was provided successfully via Improvement Service.

- The existing version on the Gazetteer will not be migrated to the new Register so all are asked to ensure that they all submit an updated version for the next upload.
- As part of the upload process the Validation Certificates from Improvement Service must be passed to Symology.
- SDTF 4 Conventions will be introduced in June so all must be ready to provide their data in the new format.

10c. Systems Assurance Team

The following update was provided: -

- SAT audits on the new Register are ongoing. The Team found some issues, but none were showstoppers.
- The SAT Team are currently testing the Register online.
- Further testing will be carried out on 3rd 24th and 31st March to confirm that the sign off can be made before the 3rd April.
- The Commissioner commented that Symology are involved with the Street Manager project for south of the Border.
- Change Requests should continue to be submitted but will not be reviewed until the June SAT meeting.

10d. Community Apparatus VAULT

B.T. Openreach are currently testing their functionality to be able to provide their plant data through VAULT without downloading it into VAULT. The requirement is that the response to a request is as quick (or almost as) the direct response by VAULT. The current plan is to introduce the service by late spring.

11. 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. RAUC(S) Constitution

A small Working Group is reviewing the Constitution and comments so far are:

-

- The standard Agenda will be provided for the Local meetings.
- The Commissioner should monitor attendance at Local meetings as one of his Statistical Reports.
- Attendance should in general be limited to one Representative / Organisation
- RAUC(S) and Area meetings would be 4 monthly (3 per Year)

- Local meetings would be 2 monthly
- Consideration should be given to merging Local meetings to reduce the number of meetings which S.U. Representatives have to attend.
- Video Conferencing attendance has been trialed at the last NoSRAUC meeting which proved relatively successful.
- Consideration is being given to rejoining SW and WOS Area RAUCs.

d. Site Safety

It was noted by the Committee that a company had received a substantial fine for poor stacking of Poles prior to them being erected. The poles had slipped and killed a young boy.

M.P. asked all Organisations to submit any Safety Bulletins for circulation which were relevant to their operations. There was always a possibility that the circulation may save another similar accident.

NoSRAUC are pushing discussions on safety at all their meetings.

SPEN start their meetings with a Safety Contact – Short presentation on a safety issue.

e. Traffic Management – TTROs

C,McQ. Asked the R.As to give consideration to the wording of closures. Problems were being experienced with: -

Marshalls being requested for guiding drivers within closures.

Indicating that access may be permitted.

Suggestion that only motor vehicles were omitted from the closure. This was being questioned on sites by cyclists amongst others.

The view of the R.As was that there should be a meeting prior to any closure being agree and prior to it being drafted. The Order must accommodate the Red Book and other relevant legislation.

All residents and commercial proprietors along the road affected by the closure should be met and the closure explained. This will allow their requirements for access to be agreed.

Any closure for Scottish Water (Capital Works) must be agreed with S.W. not their Contractors.

The above comments should be relayed to the Working Group reviewing Advice Note No. 8

12. Date and Venue of the Next Meeting

SW Area RAUC Next Meeting: - Wednesday 27th May 2020

Future Meetings: -

August Meeting Wednesday 26th August 2020

November Meeting Wednesday 25th November 2020

**The Meeting Venue: - Holiday Inn Express,
Stewartfield Way,
East Kildride,
G74 5LA**

**Subsequent Meetings are likely to be held in the Holiday Express in East Kilbride but
this is to be confirmed.**

The meeting closed at 12.15