

## SOUTH WEST AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

### Minutes of the Quarterly Meeting

**Date: - 22<sup>nd</sup> November, 2017**

**Holiday Inn  
Stewartfield Way,  
East Kilbride,  
G74 5LA**

#### **Present:**

Duncan Carrick (Vice Chair)	D.C.	East Dunbartonshire Council
Stewart Allan	S.A.	S.R.P. M8 DDFO (A)
Graeme Alison	G.A.	Dumfries and Galloway Council
Caroline Auld	C.A.	East Dunbartonshire Council
George Coles	G.C.	North Ayrshire Council (N.A.C.)
Karyn Davidson	K.D.	Vodafone (V.)
David Fleming	D.F.	PAG T.S. Agent M74
Jim Forbes	J.F.	CityFibre
Clare Gordon	C.G.	Scotland TranServ (S.T.S.)
Mike Grunwell	M.G.	Dumfries and Galloway Council
Lisa Haston	L.H.	SP Energy Networks (S.P.E.N.)
Jock Laidlaw	J.L.	Autolink M6 (A.)
Lyne Lyle	L.L.	Ayrshire Roads Alliance (A.R.A.)
Iain Lynch	I.L.	North Ayrshire Council (N.A.C.)
Caroline McAdam	C.McA.	Network Rail
John McCulloch	J.C.	Balfour Beatty M77 DBFO (B.B.)
Fiona McInnes	F.McI.	Scottish Water (S.W.)
Chris Murray	C.M.	Sky (S.)
Valerie Park	V.P.	South Lanarkshire Council (S.L.C.)
George Richardson	G.R.	GTC-UK
Iain Ross	I.R.	Office of the Scottish Road Works Commissioner
Ruth Scott	R.S.	SSE (Telecom)
John Scougall	J.S.	North Lanarkshire Council (N.L.C.)
David Shaw	D.Sh.	Ayrshire Roads Alliance (A.R.A.)

#### **In Attendance:-**

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

#### **Apologies:**

John Ashcroft	J.A.	North Lanarkshire Council
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### **Apologies (continued):**

Clare Callaghan	C.C.	Scottish Water (S.W.)
Jim Cowan	J.C.	SGN
Jane Dunlop	J.D.	Office of the Scottish Road Works Commissioner
Crawford Lindsay	C.L.	South Lanarkshire Council (S.L.C.)
Thomas McAuley	J.McA.	North Ayrshire Council (N.A.C.)
Amanda Mcfarlane	A.Mcf.	Energetics (E)
Stewart MacKenzie	S.MacK.	Balfour Beatty M77 DBFO (B.B.)
Alex Rae	A.R.	SGN
Elaine Stewart (Chair)	E.S.	SP Energy Networks (S.P.E.N.)

### **1. Welcome, Attendance and Apologies**

Duncan Carrick, in the absence of Elaine Stewart, welcomed all to the November meeting of the SW Area RAUC.

Apologies were recorded as listed above.

#### **a. Safety Contact**

No Safety Contact was submitted to the meeting.

### **2. Minutes of the Last Meeting held on 23<sup>rd</sup> August 2017**

#### **a. Accuracy**

The minutes of the last meeting of the SW Area RAUC held on 23<sup>rd</sup> August 2017 at the Holiday Inn, Stewartfield Way, East Kilbride, G74 5LA were approved with the following revision: -

Page No. 9 Item No. 6a SRWC Report

The second bullet Point should read: -

- Road Works Performance Matters: Influencing your Organisation – This seminar will be held on 4<sup>th</sup> October in Edinburgh and on the 11<sup>th</sup> October in Glasgow. The seminar for Managers involved in performance will cover what is expected of Organisations undertaking road works in Scotland with respect to performance and include sessions on:  
Noticing Performance  
Inspection Performance  
Road Works per 100km  
Legislation  
Safety

b. Action Tracking

All Actions are reported on the Action Tracking Summary.

**3. Local RAUC Reports**

a. Ayrshire Local RAUC

No issues were remitted to this meeting.

c. East Dunbartonshire & North Lanarkshire RAUC

No issues were remitted to this meeting.

d. South Lanarkshire Local RAUC

No issues were remitted to this meeting.

e. Dumfries & Galloway Local RAUC

No issues were remitted to this meeting.

**4. Matters Arising from RAUC(S) Meeting held on 6<sup>th</sup> September 2017**

The previously circulated Minutes of the RAUC(S) meeting held on 6<sup>th</sup> September 2017 were taken as read with the following summary: -

**RAUC(S) WORKING GROUP REPORTS**

The concern about road safety / traffic management at short term roadworks is being reviewed and the Commissioner is discussing Network Access Agreements with Transport Scotland.

There is no apparent legislation to stop S.U.s laying a network in newly adopted roads. The Item will be removed from the Agenda but the Coordination Working Group will be asked to review the matter.

**National Coring Programme**

- This Item will be dealt with on this meeting's agenda.

**Inspection Fees Working Group**

- The data supplied by the R.As has been reviewed and as a result some R.As will be asked to consider their data as it appears to be at odds with the bulk of the data submitted.

**Quality Plans Working group**

- The Committee noted that the Group submitted their draft proposals to the meeting (See extended summary in the Minutes).
- Further discussion will be held by the PGD / Scottish Government.
- More information will be issued as the development progresses.

### **Inspections Working Group and Co-ordination CoP Working Group**

- These Working Groups have not yet met as they are awaiting the outcome of the Quality Plans Working Group.

### **Core and Vac**

- This Advice Note has been published on the Commissioner's web site.

### **AREA RAUC(S) ACTION REPORTS**

#### **South East Area RAUC**

- Several problems with the Traffic Management providers were raised:
  - The traffic management provided was different to that previously agreed or recorded on the Notice.
  - Traffic management was being set up too early with no work started.
  - Switching off permanent signals without permission.
  - Leaving pedestrian crossing lights switched on with no crossing point.
- S.U.s asked for details of specific sites to be passed to them so that they could deal with them.

#### **South West Area RAUC**

- No issues remitted to the meeting.

#### **TayForth Area RAUC**

- Concerns were raised about a Contractor not completing works in the required period. The relevant Utility was now aware of the problem and was dealing with it.

#### **WOS Area RAUC**

- Concerns had been raised about working on non-notifiable works, such as on manholes, on high speed roads with no signing or guarding or safety zone.
  - This category of work needs to be reviewed to ensure that the works are managed properly with the correct safety provided. The possibility of using Minor Works without Excavation should be considered but the matter needs further consideration.
  - Will be discussed at SRWR Steering Group
- Instances have been recorded where an application is submitted for installation of plant in a newly adopted road.
  - This may become more prevalent with the laying of new fibre broadband apparatus.
  - As there is currently no legislation to deal with this matter it requires further consideration.

- Will be discussed at the Policy Development Group
- A query had been raised about what Permit to issue for the cutting of trees adjacent to the roads.
  - The suggestion was made that these works could be carried out under Section 59 of the Roads (Scotland) Act - Control of Obstructions in the Road.

### **RAUC(S) BUSINESS**

#### **Environmental Recycling - Coal Tar Arisings**

- This topic is now being dealt with by SCOTS and further information will be brought forward when available.

### **HAUC (UK) AND ASSOCIATED SUB GROUP REPORTS**

#### **Convention Update**

- The 2018 Convention will be held in Manchester at the Old Trafford Cricket Ground on the 17<sup>th</sup> May 2018. The Commissioner is looking for a good attendance from Scottish Representatives.

### **STANDING REPORTS**

#### **Scottish Road Works Commissioner's Report**

- The Commissioners reminded all that where an Organisation registered poor performance in any of the categories of the Quarterly Reports they should indicate to his office their proposal to make the required improvement.
- Organisations which had been asked as part of the Performance Review to indicate an improvement plan should do so as soon as possible.
- Representatives to all meetings should indicate their apologies to the relevant Chair / Secretary if they are unable to attend a meeting.
- Symology had been appointed to the new Contract to provide and maintain the Register.
- The NRSWA Accreditation legislation came into effect on the 4<sup>th</sup> September and all should have their Operatives fully accredited.
- The responses to the Performance Seminars had been good. There was a good turn out to the events with a number of different Representatives attending. All who had attended the events were asked to complete the on-line questionnaire if they had not already done so.
- Tim Masters had commented in his review of sites that S.U. Traffic Management was better than that provided by R.As.

#### **Policy Development Group**

- The "Raising Standards and Improving the Quality of Road Works in Scotland" Consultation closed on 12<sup>th</sup> October.

### **A.O.C.B.**

- There was a discussion on the problem of Defects not being dealt with by the S.U.s resulting in the R.As having to make repeated inspections to check the road was safe and

the defect had not deteriorated to the point where emergency action was required. This was a cost to the R.A. and was not acceptable in a period when staff and finance restraints were tightening. While an initial check was required by the R.A, on receipt of the report of the defect, to find out details of the problem they should not need to make the repeated inspections.

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

### **a. National Coring Update**

The Coring Programme has now been completed in all Areas. The following comments were made: -

- The Coring Working Group had met on Monday 21<sup>st</sup> August.
- It was noted that the overall performance had dropped from 83% to 81.9%. The Commissioner was unhappy with the fall in overall performance and the results recorded for the Telecom companies.
- The final Report will go to the December RAUC(S) meeting to be approved for publication.
- The Commissioner has asked for more information to be recorded in the Report.
- The proposal is to hold the next Programme in 2019 to cover Reinstatements carried out between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019. This will cover the period until the Quality Plans are drawn up and introduced.
- Resourcing the programmes is staff intensive and ways of reducing the burden will be considered e.g. one national contract with the individual R.As responsible for the programme in their area.
- Experience has dwindled, and a suggestion was made that training on analysing the cores should be considered.
- If the coring programmes carried out by the S.U.s are carried out in line with the Advice Note No. 3 then the core results should be eligible to be used in the National programme if chosen by the random sample.

### **b. Local Coring Programmes**

No issues were remitted to this meeting.

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

### **a. SRWC Report**

The report summarised the items as follow: -

- There has been good feedback on the Performance Seminars. All who attended should complete the short online questionnaire to help with the development of future events.
- There was a good response to the “Raising Standards and Improving the Quality of Road Works in Scotland” Consultation which closed on 12<sup>th</sup> October and the results will be issued in due course once the details have been analysed.
- Performance Reviews – If your Organisation was asked to respond to the commissioner and you have not done so then you should do so as soon as possible.

- Susan Ewart (Transport Scotland) has retired and information on her replacement is awaited.
- HAUC UK / DfT are in the process of developing the Street Manager IT system which will be a National Register and Data Storage system for the whole of England and Wales.

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

I.R. summarised the Commissioner's Dash Board Indicators and Statistics Reports as follows: -

- Two new Reports have been added to cover Traffic Management not Known and Contacts not provided.
- If there are any queries about the Reports they should be addressed to I.R. or N.B.
- The R.A. reports are for this Area only but the S.U. Reports are National.
- The Commissioner has decided on the setting of the Targets. If there is a problem with the way the Target is set this should be referred to the O.S.R.W.C.
- The Report tabled for Quarter 2 (1<sup>st</sup> July to 31<sup>st</sup> September) was taken as read and it was assumed that all Organisations had monitored the results and were actioning poor performance. All Organisations with Indicators on the Red category should indicate to the O.S.R.W.C what improvement Actions they are taking.

#### **c. Improvement Notice Action Tracking**

The Committee noted that on the 2 Notices issued by ARA there was still a problem and the Notice had been extended to 31<sup>st</sup> March with an interim review in January.

### **7. Safety**

#### **a. Safety Concerns/Issues**

The Committee noted that there was a problem getting plant data from some small S.U.s especially for emergency works.

The Secretary was asked to update the Emergency Contact List on the Web Site. **Action - Secretary**

#### **b. Traffic Management Issues**

No issues raised on this Item.

### **8. Information on Strategic Programmes of Works**

#### **a. R.A Projects**

No R.A. projects were brought forward to the meeting.

#### **b. S.U. Projects**

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

### c. Superfast Broadband Rollout

R.Y provided the following Report.

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

Dumfries and Galloway	222 CABS Live. 28 CABS / 51 FTTP installs in Deployment Plan for This and Next Q
East Ayrshire	88 CABS Live. 5 CABS / 11 FTTP installs in Deployment Plan for This and Next Q
East Dunbartonshire	54 CABS Live. 6 CABS / 3 FTTP installs in Deployment Plan for This and Next Q
North Ayrshire	86 CABS Live. 3 CABS / 14 FTTP installs in Deployment Plan for This and Next Q
North Lanarkshire	161 CABS Live. 10 CABS / 6 FTTP installs in Deployment Plan for This and Next Q
South Ayrshire	73 CABS Live. 4 CABS / 3 FTTP installs in Deployment Plan for This and Next Q
South Lanarkshire	164 CABS Live. 13 CABS / 6 FTTP installs in Deployment Plan for This and Next Q

Programme has held Joint Surveys with Openreach and Council Officers to agree CAB placement in some contentious sites.

Deployment is now definitely in the harder to reach areas, where technology is also more difficult to implement. There is now more Exchange Only Line (FTTC EO) solutions required which involves 2 new Streetside Cabinets (or an All In One – AIO – Cabinet solution). Fibre to the Premise (FTTP) deployment has been ramped up, although this involves less civil engineering works.

The “base” Phase 1 Programme ends in DEC 2017 but there is further ongoing deployment works in 2018 termed Extended Build from “Gainshare” funding. There is around 1100 structures of which > 600 involve new CABS and >400 are FTTP.

Beyond that there is potentially a further deployment termed “reaching for 100” to cover the remaining premises that will be without access to Superfast Broadband.

## 9. Proposed Changes to Road Designations

Details of the changes in Road Classification relating to the Cathkin Relief Road had been circulated.



## **10. Management and Operation of the SRWR**

I.R. provided a verbal report as follows: -

- The Contract for the provision and maintenance of the Register has now reached the implementation stage. Initially there will be no major changes to the Register however they will feed in over the service period.
- I.R. sent out an email recently asking for comments on an App for use on mobiles etc. If no response has not been made to date, please make one as soon as possible to enable the development to be progressed.
- There was an outage on the 17<sup>th</sup> October between 08.00 and 15.15. Some users had access restored about lunch time. Service credits are being considered.
- A Service Status notification has now been added to the log in page which will indicate if there is a problem.
- Embargoes will be posted for the Christmas / New Year Period. This should be done in accordance with the Advice Note.
- The prescribed Fees for 2018 / 19 will be down on this year.

## **11. Gazetteer Report**

The previously circulated Report was taken as read.

## **12. Systems Assurance Team**

The previously circulated Report was taken as read.

- Clare Gordon (Scotland Transerv) has agreed to be the SAT Chair.
- Brian Wilson will be the SE Area Representative.
- Caroline Auld has offered to assist on the Team.
- Fraser Smith has agreed to assist on the team.

## **13. Community Apparatus VAULT**

The previously circulated report was taken as read and was discussed above.

In order for VAULT to become the prime source of plant data in Scotland, all Organisations should feed plant data onto the system regularly to make it as comprehensive as possible.

## **14. AOCB**

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

- I.R. will take any revisions to the list up until December then pass the finalised directory to the Areas to maintain.

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

C.McA. apologised for the delay in circulating the list of affected crossings but would send it out as soon as possible.

On the basis of comment so far it may not be possible to get a national agreement as some R.As are indicating that they will need a TTRO.

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

**SW Area RAUC Next Meeting: - Wednesday 28<sup>th</sup> February 2018**

**Venue – SW Area RAUC – Holiday Inn, Stewartfield Way, East Kilbride, G74 5LA**

**Future Meetings: -**

*May Meeting	Wednesday 23 <sup>rd</sup> May 2018
*August Meeting	Wednesday 22 <sup>nd</sup> August 2018
*November Meeting	Wednesday 28 <sup>th</sup> November 2018

**\* The Venue for these Meetings will be: -** East Dunbartonshire Council Headquarters  
Council Chambers  
12 Strathkelvin Place  
Kirkintilloch  
G66 1TJ

The meeting closed at 11.55