

SOUTH WEST AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the Quarterly Meeting

Date: - 28th November 2018

**East Dunbartonshire Council Headquarters
Council Chambers
12 Strathkelvin Place
Kirkintilloch
G66 1TJ**

Present:

Duncan Carrick (Chair)

Graeme Alison	G.A.
Stewart Allan	S.A.
Caroline Auld	C.A.
Andrew Crosgrey	A.Cr.
Gerry Cullen	J.C.
Karyn Davidson	K.D.
Stephen Fisher	S.F.
David Fleming	D.F.
Jim Forbes	J.F.
Clare Gordon	C.G.
Mike Grunwell	M.G.
David Hearty	D.H.
Mamadou Jalloh	M.J.
Jock Laidlaw	J.L.
Crawford Lindsay	C.L.
Lyne Lyle	L.L.
Iain Lynch	I.L.
Caroline McAdam	C.McA.
Thomas McAuley	T.McA.
John McCulloch	J.McC.
Fiona McInnes	F.McI.
Andy Matheson	A.M.
Steve Miller	S.M.
Chris Murray	C.M.
Valery Park	V.P.
Alex Rae	A.R.
Iain Ross	I.R.
Stephen Scanlon	S.S.
John Scougall	J.S.
David Shaw	D.Sh.
Elaine Stewart	E.S.

D.C.

East Dunbartonshire Council

Dumfries and Galloway Council
S.R.P. M8 DDFO
East Dunbartonshire Council
GTC
Transport Scotland
Vodafone
Century Link
PAG T.S. Agent M74
CityFibre
Scotland TranServ
Dumfries and Galloway Council
MBNL – 3 / EE
North Lanarkshire Council
Autolink M6
South Lanarkshire Council
Ayrshire Roads Alliance
North Ayrshire Council
Network Rail
North Ayrshire Council
Balfour Beatty M77 DBFO
Scottish Water
Virgin Media
Royal Mail
Sky
South Lanarkshire Council
SGN
O.S.R.W.C.
Openreach
North Lanarkshire Council
Ayrshire Roads Alliance
SP Energy Networks

In Attendance: -

George Borthwick G.B. Secretary to SW Area RAUC

Apologies:

John Ashcroft	J.A.	North Lanarkshire Council
George Coles	G.C.	North Ayrshire Council
Ruth Scott	R.S.	SSE (Telecom)
Robert Young	R.Y.	Digital Scotland (Scottish Government)

1. Welcome, Attendance and Apologies

Duncan Carrick welcomed all to the November meeting of the SW Area RAUC.

Apologies were recorded as listed above.

2. Minutes of the Last Meeting held on 22nd August 2018

a. Accuracy

The minutes of the last meeting of the SW Area RAUC held on 22nd August 2018 at the East Dunbartonshire Council Headquarters, Council Chambers, 12 Strathkelvin Place, Kirkintilloch, G66 1TJ were approved as read.

b. Action Tracking

All Actions are reported on the Action Tracking Summary.

c. Presentation - SRWR Apps

I.R. gave a presentation on the new Apps as follows: -

- The presentation is to introduce the Apps and encourage Operators to use them.
- You require separate access login turned on for each App.
- The apps are available as follows: -
 - Promoters App available on all platforms already (Android / IOS / and Windows although there may still be problems on the Windows platform)
 - VAULT App available on all platforms.
 - Inspections App – currently being tested on all platforms.
- Following picking up the App from the App Store you will need to gain access to use it by contacting the Support Desk for each App.
- Enhancements are being considered.
- The test site is available for gaining experience in the Apps.

Promoter App –

- Available to input the start and finish date and time.
- Site can be accessed via a map screen or search facility.

- The Map screen has pan and zoom facility.
- The sites are indicated in green dot - ready to start and in blue dot – ready to close.
- The layer can be filtered to show only the S.U you require.
- By clicking on the dot, you can bring up the recorded details for the Notice.
- The actual start or finish date and clear / close option can be entered.
- A photograph of the site can be taken and attached to the Notice.
- There was concern about being unable to upload data in areas with no signal. If working in an area with poor reception the site details / inspection can be completed and it will send when the user returns to an area with a good signal. The data only needs to be downloaded by 10.00am the next day. The recording date and download date are recorded on the App.

VAULT App – At present not all plant has been recorded but the information can be better than none out with normal working hours and in an emergency situation.

- The Map screen has pan, zoom and search facilities
- All currently uploaded data on any location is displayed.
- Click on the asset to gain more details about it.
- You can pan over the site to find the information on each asset.
- The map can be filtered to show on S.U at the given site.

Inspections App – This App allows Inspections to be recorded on site as they are carried out.

- Site can be accessed via a map screen or search facility.
- The Map screen has pan and zoom facility.
- Sites are marked with a spot. Blue signifies Inspection to be made – Green being Inspected – Brown being completed – Red has an Inspection prompted.
- A filter is available to see an inspection category e.g. prompted.
- A list of required inspections is available.
- A call to the Office can be logged if there is no Operatives on site.
- Multiple reasons for a failure can be recorded with text to add information on the failures.
- F.P.Ns can be recorded with reason picked from the drop down screen.
- Pictures can be taken and attached to the site.
- Additional Inspection Types can be recorded and added to the site.
- You can record the reason for a failure.
- Abortive visits can be recorded.
- View areas and O.Ds have to be added.

There is not an issue with the use of the Apps and the available concurrent use.

At present a non-attributable site cannot be added at present.

Paper copies of the guidance (currently being drafted) will be available. Further demonstrations of the Apps can also be provided.

If there are any suggestions prompted by using the Apps they should be passed to I.R. / SAT.
If there are any missing features, please notify I.R.

The App only does what it is set up to do.

Operatives should be aware of the difference between Works Clear and Works Closed

A change request has been submitted to consider the problems which relate to colour blindness.

I.R. was thanked for his presentation.

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

G.A. commented on two issues which had been raised at the meeting as follows: -

SPEN – Higher numbers of Early Starts and Extensions being recorded.

Openreach – Conflicts are being ignored.

4. Matters Arising from RAUC(S) Meeting held on 5th September 2018

The previously circulated Minutes of the RAUC(S) meeting held on 5th September 2018 were taken as read with the following summary: -

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

- A presentation was provided by Alex Ramage (Transport Scotland) on the current review of the Gazetteer Conventions. The plan is to have the draft document completed in January and have it approved at the RAUC(S) Meeting in March.
- A report on the Inspection Fees Review will be submitted to the RAUC(S) December meeting for approval. The indications are that the current Fee will not change.
- All were asked to respond to the Scottish Government Consultation on Narrow Trenching which closes on 7th December.
- SCOTS are concerned about coordination of responses to these Consultations. There should where possible be a common thread to the response submitted.
- All should have responded to the Scottish Government on the Transport Bill.
- The Commissioner was asked to review the zero tolerance statistic reports which in some cases were considered to be too severe.

- The Performance Reviews had been issued and where Organisations were requested to submit a response on their proposals to make improvements this should have been done.
- A document referred to as the Fibre Toolkit had been issued without reference to Scotland and did not reflect on the Scottish Law, Codes and Advice Notes. The Committee noted that the UK Minister for Digital and the Creative Industries Margot James responded to Angus Carmichael by email on 14th September 2018 and the 32 Scottish Council Chief Executives were copied into the response. K.Q. is to review the publication and develop a version which could be used by the Scottish Community.
- SAT are currently working with Symology on their development of Aurora which is the next generation of the Register.
- Working Group Recruitment – Caroline Auld has joined SAT replacing Fraser Smith and Clare Gordon is now Representing the WoS Area.

Mark Huisman is now representing Glasgow City on the Permits and Licences Modules Group.

If there are any volunteers their details should be passed to the RAUC(S) Co-Chairs.

- Permits and Consents Module – The module will be replaced with the functions integrated into Aurora. Tailor made Notices will be replaced by a standard Notice with add on pages as required by individual R.As to deal with specific conditions and terms. The revision should not affect the monitor for statistics. It will be simpler to use and provide information in the system for the life cycle record of the road.

5. National & Local Coring Update

a. National Coring Update

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

- The Contacts for the R.As and S.U.s should be passed to D.S. as soon as possible. He will circulate the list via the Secretary by the 1st February. **Action – All / D.S. / Secretary**
- The draft revision of Advice Note No. 3 will be submitted to RAUC(S) December meeting.
- The Qualifications required by the Coring Contractors are listed in the document.
- The Lead R.As are Aberdeenshire, Stirling, East Renfrewshire, East Ayrshire, and West Lothian.
- The inclusion of Transport Scotland and the Island Councils is still to be sorted out.
- The Time Line Dates will be monitored and any Area falling behind will be chased up. Where an Area completes a section of the programme ahead of the milestones it should proceed directly on to the next phase.

b. Local / Internal Coring Programmes

No issues were remitted to this meeting.

6. SRWC Report & Performance

a. SRWC Report

The report summarised the items as follow: -

- The Performance Reviews were all issued with some Organisations asked to provide a response on their intention to achieve improvement. Highland and Aberdeenshire were late with their responses but have now caught up.
- Jane Dunlop returns from maternity leave on 3rd December.
- Kat Quane will be seconded to Transport Scotland to assist with progressing the Transport Bill.
- All should make a response to the Scottish Government Consultation on Narrow Trenching. The closing date is 7th December.
- All were reminded that they must not record personal details in the free text fields.

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

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

- The R.A. and T.R. Operators reports have now been split.
- All with performance in the red should respond to N.B with an indication on how the performance is being dealt with.
- The Commissioner is concerned about the number of Cat A Inspections being recorded as passed.

c. Improvement Notice Action Tracking

D.S. indicated that the Virgin Media Notice has been closed.

7. Safety

a. Safety Concerns/Issues

A previously circulated paper on needles hidden under covers was noted. All should be aware that this problem was recorded in West Lothian.

b. Traffic Management Issues

No issues recorded.

8. Information on Strategic Programmes of Works

a. R.A Projects

No new programmes reported.

b. S.U. Projects

No new programmes reported.

c. Superfast Broadband Rollout

R.Y provided the following Report subsequent to the meeting: -

DSBB Programme is still on planned Programme Targets and have achieved over 3700 LIVE CABS and over 475 LIVE fibre PONS across all of the 27 Councils in the Rest of Scotland Area.

Deployment is now mainly through Fibre to the Premise (FTTP). Exchange Only Line (FTTC EO) solutions, which involve 2 new Streetside Cabinets/All In One – AIO – Cabinet/Fibre to the Remote Node (FTTrN), account for the remainder. FTTP deployment involves less civil engineering works and there should be a reduced impact on Roads Authorities and other utilities. There may be potholing and moleplough works in rural areas.

The Contract 1 deployment ended in March 2018 and a Delivery Report has been issued to Councils. There has been further ongoing deployment works as part of our extended build Programme which will run until March 2019. There are plans, not yet confirmed, post March 2019 to take forward further deployment involving FTTP installations. These plans are currently under discussion and will be confirmed in due course.

Beyond that there is a further deployment planned, termed “Reaching for 100”, to cover the remaining premises that will be without access to Superfast Broadband. This contract is currently under procurement.

9. Proposed Changes to Road Designations

No issues raised under this Item.

10. Management and Operation of the SRWR

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

- The Statistical Reports will be available in the near future direct from the Register. They will be updated weekly over the Quarter.
- The draft Fees and Amounts matrix will be submitted to the RAUC(S) December meeting. Information on the fees for any Organisation for budgeting is available from I.R.
- The next training programme is available on the web site.
- A Super Users Group meeting will be held in February. Up to 2 Representatives can be booked onto this event. They should have a good understanding of the system.
- North Connect have joined the Register for work in North East Scotland.

11. Gazetteer Report

The following update was provided: -

- As reported above the National Street Gazetteer conventions are being reviewed.
- The proposed changes will not affect the R.As but may require Gazetteer Management Programmes to be revised by the developers.

12. Systems Assurance Team

The previously circulated Report was taken as read.

- SAT are reviewing the outstanding C.Rs and will progress them where relevant to be introduced in Aurora.

13. Community Apparatus VAULT

There were no issues raised.

14. AOCB

a. List of Plant Protection Systems

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

15. Date and Venue of the Next Meeting

SW Area RAUC Next Meeting: - Wednesday 27th February 2019

Future Meetings: -

May Meeting	Wednesday 22 nd May 2019
August Meeting	Wednesday 28 th August 2019
November Meeting	Wednesday 27 th November 2019

**The Venue for these Meetings will be: - Kirkintilloch Town Hall
Union Street,
Kirkintilloch,
G66 1DH**

The meeting closed at 12.00