



### Notes of Meeting

**Meeting**            **Roads Authorities and Utilities Committee (Scotland)**

**Place of**            **Meeting held on MS TEAMS**

**Date:**              **Wednesday 1<sup>st</sup> September 2021**

**Present: -**

<b>Jim Forbes (S.U. Co-Chair)</b>		<b>J.F.</b>	<b>CityFibre</b>
<b>Philip McKay (R.A. Co-Chair)</b>		<b>P.McK,</b>	<b>Aberdeenshire Council</b>
David Armitage	D.J.A.		Aberdeenshire Council
Caroline Auld	C.A.		Network Rail
Clive Bairsto	C.B.		Street Works UK
Clare Callaghan	C.C.		Scottish Water
David Capon	D.C.		JAG UK
David Carter	D.Car.		South Lanarkshire Council
Gerry Cullen	G.C.		Traffic Scotland (Left meeting !2.00)
Karyn Davidson	K.D.		Vodafone
Stephen Finch	S.F.		Openreach
Julie Greig	J.G.		SGN
Jason Halliday	J.H.		West Lothian Council
Kevin Hamilton	K.H.	Scottish Road Works Commissioner (Part Meeting)	
Fredrick Hart	F.H.		Argyll and Bute Council
David Hearty	D.H.		MBNL-EE/3
Liz Jack	L.J.		Transport Scotland
Ian Jones	I.J.		Fife Council
Stephen Kitt	S.K.		BEAR Scotland
Carole McDonald	C.McD.		CityFibre
Fiona McInnes	F.McI.		Scottish Water
Aison MacLeod	A.MacL.		The Highland Council
Craig McQueen	C.McQ.		Scottish Water
Robert Marsden	R.M.		CityFibre
Andrew Matheson	A.M.		Virgin Media
Graham Milne	G.M.		o S.R.W.C.
Tom Murphy	T.M.		Argyll and Bute Council
John O'Neill	J.O'N.		Dundee City Council
Martin Polland	M.P.		Transport Scotland
Kat Quane	K.Q.		Transport Scotland
Jamie Rodden	J.R.		Glasgow City Council
Stephen Scanlon	S.S.		Openreach
Ruth Scott	R.S.		SSE Telecom
David Shaw	D.S.		Ayrshire Roads Alliance
Calum Stewart	C.S.		Glasgow City Council
Elaine Stewart	E.S.		Scottish Power Energy Networks

**In Attendance: -**

George Borthwick	G.B.	RAUC(S) Secretary
Andrew Robinson	A.Rob.	Transport Scotland

**Apologies: -**

Kevin Abercrombie	K.A.	Aberdeen City Council
Jamie Barr	J.B.	East Renfrewshire Council
Gavin Cook	G.C.	East Renfrewshire Council
Darren Grant	D.G.	SSEN
Stuart Harding	S.H.	City of Edinburgh Council
Alan Heatley	A.H.	Midlothian Council
John Henderson	J.H.	Scottish Borders Council
Ewan Hogg	E.H.	Falkirk Council
Rob James	R.J.	Network Rail
Robin Pope	R.P.	The Highland Council
Alex Rae	A.R.	SGN
Iain Ross	I.R.	O.S.R.W.C.
Kevin Skinner	K.S.	Scottish Water
Mark Wrightson	M.W.	Openreach

**1. Introduction and Apologies**

Jim Forbes welcomed everyone to the Meeting.

On behalf of the RAUC(S) Community Jim thanked Martin Pollard for all his input to RAUC(S) over a number of years and in particular in the last three years as R.A. Co-Chair and hoped that he would continue to provide to be a valuable member of the Community.

Jim welcomed Philip McKay as the new R.A. Co-Chair. Philip is a civil engineer with Aberdeenshire Council with recent additions to his responsibilities including landscaped areas and waste. Philip is the Vice Chair of SCOTS which will be helpful in dealing with joint discussions.

The apologies were noted as above.

**2. Presentations: -**

i. CoP 26 Presentation Jamie Rodden

The closures and restrictions are being dealt with by various Organisations / Departments dealing with road, rail and the venue. A Multi Modal Transport Plan has been developed and work on that is ongoing.

The SECC site is categorised with different security classifications e.g. SECC, Adjacent Hotels, outer security boundary etc.

The site map indicated the various boundaries with increasing security priorities for access.

At the date of the RAUC(S) meeting there were 120 World Leaders with some 25k delegates. It was anticipated that some 12k delegates would attend daily. The main focus of accommodation and arrivals was likely to be Glasgow, Edinburgh and Prestwick. Rail timetables are being revised to accommodate the event.

Closures would be in place over the period 31<sup>st</sup> October to 12<sup>th</sup> November, but the embargoes would be introduced from the 14<sup>th</sup> of October. There is a welcome Reception which will require extended closures and restrictions including walking and cycle routes and these will

be advised to all affected parties in due course. All embargoes will be recorded on the Register if not already posted. There are other planned events to be held during the period of the conference and arrangements will be in place for the areas around the venues. There will be arrangements in place around some hotels which are being used by Leaders and delegates.

Various arrangements will be tested prior to the event.

A youth march will be held on the 5<sup>th</sup> November and this is likely to include school strikes and potentially marches in other locations. Another organised march is planned for the 6<sup>th</sup> November but the route has not yet been issued. That march may have up to 100k attendees which is much greater than any event held in Glasgow. Other demonstrations will be organised and knowledge of these may not be known until they happen. These will probably affect an already affected transport system in Glasgow and in other locations.

A web site has been opened under the title “Get Ready Glasgow” and all were recommended to visit it for ongoing information on the event.

Discussions on access are ongoing. All should note that roads within the SECC area are not the responsibility of the UK for the duration of the event. The Area is transferred to the UN.

All should note the closed routes / areas in relation to any plant maintenance which may become necessary.

The intention is to maintain Business as Usual as far as possible.

Arrangements are changed daily to accommodate the event planning. Network resilience is necessary to deal with weather conditions, other emergencies, and demonstrations.

The Transport Coordination Centre requires contact person details from all Organisations.

A redacted version of the presentation slides will be circulated when available. **Action – J.R. / Secretary**

C.McQ enquired if there was an embargo on closures on roads out with those on the Embargo list. J.R. responded that it would depend on the road and its affect on the main network. These would only be called on to deal with an emergency as all planned works were programmed to avoid the network to avoid the network during the period of the Conference.

There will be security inspections of boxes, cabinets etc and Police Scotland will contact the relevant S.U.s to arrange access.

The information must be shared with works planners if this is not already happening.

There will be areas and routes out with Glasgow affected by the Conference. World Leaders and their staff will be staying throughout the central belt and their travel to the SECC will be in police convoys.

The electricity substation in St Vicent Crescent will be affected by the lock down and information needs to be shared with SSE. Letters will be issued to contacts providing lockdown information. E.S. was asked to email J.R. and remind him of that installation.

**Action – E.S/ J.R.**

J.F. thanked Jamie for allocating time to the presentation which had contained valuable information.

ii. HAUC UK App

Jerry McConkey

Jerry thanked the Committee for providing time to widen the knowledge of and promote the App in Scotland.

The presentation commenced with a quick video which gave an overview of the App e.g. content of the red book, use of check lists containing tasks to be carried out, updates and alerts to changes in advice / codes etc. The focus of the video is to prevent accidents.

The App was created to direct information to the persons who need it in a format which is easy to carry about and research.

HAUC UK developed a business case which included the outline of the needs and benefits of the App. This was used in the bid for funding to the TfL Lane Rental.

The App includes: -

- A digitised version of the Red Book with an easy-to-use search facility. The App can be switched between English and Scottish Community Legislation, Codes, Advice Notes and methods of working.
- Check List which deals with activities to be carried out: -
  - Before leaving the Depot.
  - Arriving on site.
  - Setting up site.
  - Site maintenance.
  - Leaving site still open.
  - Leaving site closed.

This section is intended to introduce safer working practices and deal with the “its always been done that way” of working and introduce safer and more efficient ways of working.

This section of the App is still under development.

- Information and Alerts

This section provides information on e.g. the covid 19 working requirements which are current to provide factual information to replace hearsay. The section provides copies of HAUC UK / RAUC Advice Notes, Codes etc.

Two weekly Guidance Bulletins will be issued on the App on relevant topics. All are asked to make suggestions to HAUC UK on suitable topics which can be covered in this section.

There are currently some 17.5k users of the App and it is rising. All Organisations are being encouraged to install the App on new mobile phones and tablets prior to issuing them to their operatives.

Going forward: -

- A Welsh language version is to be produced however that will need funding.
- The App is a valuable aid for toolbox training sessions.
- A page is to be provided to indicate events which may be of interest.
- Scan location facility to indicate other works / closures / diversions in the vicinity.
- A link to be added to enter Street Manager.
- Operatives Accreditation data could be added for quick reference if queried.

- The App is available via <https://hauc-uk.org.uk>. On Android the App is available via the App Store.

The App needs advertising with information to indicate to the Scottish Community that the App covers the requirements of working in Scotland. That information is also very relevant to national S.U.s and their Contractors working in Scotland.

The App allows the user to link into the Commissioners web site so all the data available on that site is immediately available to the user.

J.F. thanked Jerry for his presentation and recommended that all RAUC(S) members should research the site.

### iii. Delivery of EV Charging Infrastructure in Scotland - Andrew Robinson (Transport Scotland)

The rollout of EV Charging infrastructure was being carried out via the Local Authorities. There was an increasing pressure on the networks and car parks where charging stations were being requested.

The number of E.V.s being registered had increased considerably in the last two or three years. Charging was split between home addresses (87%), workplace charging (8%) car parks and shopping centres (4%) enroute sites e.g petrol stations with fast charging facilities (1%). There will be more fast charging stations delivered across Scotland. The % charging at home will decrease as more drivers without access to home charging make the switch

On current estimations some 30k charging points will be required.

A significant increase in demand for EV charging points is expected as: -

- New models are released to meet market requirements.
- Regulatory Policy changes are introduced including the UK ban on new petrol and diesel vehicles and Scotland's 2030 commitment.

Public EV charging is being encouraged with new programme to facilitate commercial investment and support market development and promotion of regional approaches to attract investment within a clear focus on what works but also supports a Just Transition

New business models are emerging including domestic charge points bundled into the sale of new vehicles and domestic EV tariffs to encourage overnight charging.

Domestic Charging – Need for consultation and legislation to make all new build properties EV enabled.

Battery technology and power systems will be developed to provide longer running on a charge.

At present the market is for cars and vans but lorries and buses will be developed and require networks to serve them.

In flatted housing areas and housing with no off street parking the delivery of charging points is more difficult. Cables across the footway is not acceptable on safety grounds and individual charging points allocated to the adjacent property is also impractical. The provision of hubs may be the solution but if they are in public car parks, they reduce the capacity of the car park for others. Other issues related to hubs are security of the vehicle,

and the owner would have to walk to and from their vehicle. Charging at hubs would need to have a reasonable tariff to match that provided to owners with off street parking.

Supermarket chains and manufacturers are working together to provide facilities in their carparks.

Public transport and other travel options e.g. cycling will be promoted with better facilities for the users.

Property developers should be required to provide ducting and cabling on new developments to accommodate chargers even if they are not installing them at this time.

A Policy is being drafted for Aberdeenshire which will cover the requirements of the Government Policy and the practicalities of providing the chargers. It may be feasible to provide chargers on some streets.

There needs to be more private funding for provision of facilities.

All public chargers should have contactless payment and the requirement for holding more than one charging card for different providers is unacceptable

J.F. thanked Andrew for his interesting and informative presentation.

### **3. Minutes of Meeting of Wednesday 2<sup>nd</sup> June 2021**

#### **a. Accuracy**

The Minutes of the previous meeting held on Wednesday 2<sup>nd</sup> June 2021 were agreed as read.

#### **b. Matters Arising / Action Tracking Summary**

The Action Tracking Summary was reviewed and updated with additional discussion on some Items as follows: -

4<sup>th</sup> March 2020 - Item No. 4g – Fees and Amounts payment Split

This topic is regularly raised but never progressed. The Community must push this forward so that any alternative formulae can be considered. If it is clear that there is no beneficial formula to replace the existing, then that is fine, but the due process needs to be completed.

The Working Group should include a representative from Scottish Water, 2 R.A. Representatives (D.Car. to raise with the R.As) 1 other S.U Representative with the input of Iain Ross. The Membership of the W.G is to be agreed by 21<sup>st</sup> October 2021. **Action – J.F. P.Mck. / D.Car.**

2<sup>nd</sup> September 2020 – Item No. 4b - Advice Note No. 8 – Temporary Traffic Signals Review

There is a need to revise Box 7 on the flow chart to accommodate the non-approval of the application. J.F. will speak to J.G. and J.H. about the change to be made.

2<sup>nd</sup> September 2020 – Item No. 6a - Safety Issues for Consideration

Item No. 6a Safety requires action from the Community. All Safety Bulletins should be shared with the Community for training and potentially to help save others from accidents.

Item No. 6b Environmental Issues has been added to the agenda to help raise awareness on new products and methods being used by Organisations. In this year of CoP 26 this Item should gain greater importance with all assisting each other to reduce their carbon footprint and move towards net zero waste.

Both these Items have been replicated in the Area meeting agenda and Chairs should be pushing the Representatives to share information at these meetings.

3<sup>rd</sup> March 2021 - Item No. 9c - Access Forms for Working on the Trunk Road Network

The S.U.s confirmed that, as there had been no progress made in the request to integrate the completion of these forms into the Notice preparation on the SRWR, they would not be submitting any more access forms. They considered that this request was now 2 years old and could not understand why it had not been progressed.

M.P. indicated that he had approached the relevant section in Transport Scotland (T.S.) to get priority action on the project. The information on the form is used to populate the traffic information register and if the forms were not submitted Time Directives would be used to ensure the work was carried out within a T.S. timetable. The main information required was: -

- Start / end dates
- Lane affected and the traffic control to be used e.g. manual control, temporary traffic signals, convoy

The S.U.s repeated the fact that these forms had no legal requirement and in the majority of cases the information was provided electronically in the works Notice which was a legal requirement.

The S.U.s would continue to work with the Trunk Road Operator but would not submit the Access Forms.

This Item should now be closed.

**Action – Secretary.**

2<sup>nd</sup> June 2021 – Item No. 3b - The Action Tracking Summary - RAUC(S) Constitution

This Item had been issued for consultation and should now be agreed for introduction in April 2022.

Angus Council and Dundee City Council have indicated that they do not understand the rationale of taking them out of the East Area and moving them into the NRAUC with Councils they did not have any working relationship.

P.Mck. indicated that in his view the matter had been consulted and the proposal should be approved with the proviso that a further review is held in 2024,

The Area meetings were intended to discuss high level topics e.g. legislation, consultations, issues raised by the Local Meetings etc.

The Local meetings deal with coordination / cross boundary issues / working performance etc. If required to deal with a cross border matter with a Council not in their Group the required Representative could be invited to attend the meeting.

J.O'N. asked for a response to be sent to him regarding his request to stay in the ERAUC in order that he could inform his Manager.

All were thanked for their input on this matter.

The Representatives on the new Areas would need to agree Co-Chairs to agree the first meeting which would be in June 2022.

The last meetings under the existing Constitution would be held in February 2022.  
The Coring Programme will be carried out using the existing 5 Areas.

#### **4. RAUC(s) Working Group Reports**

##### **a. National Coring Programme**

The Committee noted that: -

- The 5 lead Authority Representatives have been agreed.
- The review of Advice Note No. 3 is ongoing. The intention is to submit a final version to the December RAUC(S) meeting in order that it is ready for the programme to commence.
- The British Standard for Air Void Testing was amended last year. - Post Meeting C,McQ provided the following statement in order that the detail was correct

The method of measuring volume for bulk density of a core sample in BSEN 12697 part 6 procedure C by sealed specimen was previously advised as suitable for up to 15% air void content. Since the amendment, the BS now advises it is only suitable for up to 10% which does not give enough range for testing utility core within allowed thresholds (table 10.1 SROR). Procedure C (sealed specimen) is the stated method in the SROR and current Advice note 3. The amendment to the BS now advises that procedure D, a measured dimension method is appropriate for regular geometrically shaped samples including those over 10% air void content, however utility cores are generally extracted with non-regular shapes especially at the bottom. This would lead to inaccurate results if option D is used.

Advice was sought from experienced people and bodies in the industry and discussed at great length by the Coring Working Group. It was concluded that a method already used by many test houses, an enhancement of BSEN 12697-6 procedure C with the addition of inert filler to fill large surface voids in the core sample was suitable and the most accurate method available. As the SROR has not yet been updated to take account of the foregoing, this option was put to RAUCS and after discussion it was agreed that it could be included in Advice note 3 for any future coring programmes as the accepted method.

- Narrow Trenching - Post Meeting C,McQ provided the following statement in order that the detail was correct

Following discussions and further investigations at the CWG, it is apparent that whilst narrow trenching needs to be included for reinstatement quality monitoring in future programmes, the current standard 100mm core is unsuitable if only reinstated as a plug. It is impractical within the current programme methods to reliably reinstate narrow trenches due to extra trimming and work required. To avoid excessive time consuming and expensive reinstatement after removing samples, the use of smaller diameter cores was considered. This would have meant narrow trenches would not receive the same accuracy of examination as other reinstatements which had 100mm cores taken. Therefore narrow trenching will not be included in the next National Coring Programme and the minimum width of reinstatement to be cored will remain at 350mm.

The sampling of narrow trenches will need to be investigated and an acceptable method agreed for future coring programmes.



**b. Advice Note No. 8 – Temporary Traffic Signals Review**

This Item was dealt with in Item No. 3b Action Tracking above

**c. Quality Plans Working Group**

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

- The R.As have a meeting scheduled for 21st September at which this matter will be discussed and any comments will then be submitted to the Working Group.
- The communications with R.As had failed to action a consultation and in future this must be dealt with so that deadlines are met.
- The Committee agreed that if the R.As had no requirement for substantive changes after their meeting the final Quality Plan Drafts as submitted to this meeting would be resubmitted to the December RAUC(S) meeting for final approval.

**d. Working Group Recruitment**

The updated Schedule had been circulated to this meeting and the following comments made: -

- Coordination Working Group – R.A. representative is still required from the WoS Area. This was raised at the Area Meeting but there has been no volunteer yet. Will be raised again with the R.As **Action - S.S.**

This Group is currently not meeting.

- SROR Working Group – Julian Green will be representing the WoS Area on this Group.
- Inspections Code Working Group – Scott Walker is leaving Clackmannan Council but has indicated that he would continue as the R.A. Co-Chair if the North Lanarkshire Council is in agreement. A TayForth Representative may be required.
- Inspections Working Group – SSET requires to be changed to Neos Networks. **Action – Secretary (Action Completed)**
- Gazetteer Working Group – Philip Murray is the new Fife Council Representative on the Group.

J.F. will ask SJUG to provide a representative to the Group.

**Action – J.F.**

As Vault will be mandatory there is a need for it to be discussed and moved forward. The Committee was asked to decide on whether VAULT should be a separate Group or dealt with by the Gazetteer Group. At present VAULT is dealt with by the SRWR Steering Group but this will be considered by that Committee and possibly remitted to the Gazetteer W.G.

**Action – SRWC / D.J.A.**

If Vault is to be remitted the involvement of a S.U. Representative would be increased with possibly the S.U. Representative being from the relevant GIS / Plant Records Section.

**5. Area RAUC(s) Action Reports**

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

**a. NoSRAUC Area**

The previously circulated Report from D.G. was taken as read.

J.F on behalf of the RAUC(S Community) thanked Kevin Price (The Moray Council) for his input to RAUC(S) and Associated Committees and wished him a long and happy retirement.

#### **b. South East Area RAUC**

- Face to face meetings will be considered again in the new year but some members still prefer to attend online so blended meetings may be the preferred option if accommodation can be found with the required Wi-Fi / call in equipment. Covid 19 / global warming due to travel are factors in the against reasoning.

JO'N commented that the NoS Area was so extensive that travel could be to Dundee for those in the north or alternatively Dundee / Angus would have to travel as far as Inverness.

Attendance is good at the online meetings and generally it saved time and costs. Accommodating all the Representatives is becoming more difficult and expensive.

The suggestion was that 1 face to face meeting would be held with 2 online meetings per year. This issue is dealt with in the revised constitutions.

#### **c. South West Area RAUC**

The previously circulated report was taken as read.

#### **d. TayForth Area RAUC**

There was a good attendance at the meeting which was hosted on MS TEAMS.

Comment was made about complaints relating to CityFibre works in Dundee and an Improvement Plan may be served. J.F. responded that the weekly meetings with Dundee R.A. did not reflect these comments. If there are specific issues J.F. would want them recorded so that they could be investigated and dealt with as required. J.F. and J.O'N. will discuss this further offline.

As recorded above there was a discussion on the Constitution.

#### **e. WOS Area RAUC**

- There was a good attendance at the meeting which was hosted on MS TEAMS and all Representatives were given the opportunity to provide input to the meeting.
- The need for a R.A. Representative from the WoS Area was raised.
- CoP 26 was discussed and the need for all Embargoes / Closures to be made available to assist works planning. The availability of the "Get Ready Glasgow" web site was noted.

### **6. RAUC(s) Business**

#### **a) Safety – Issues for consideration**

The topic of Mobility Safety Ramps has been raised with Tom Lambert who is dealing with the review of the Red Book.

Safety Bulletins will be circulated to the RAUC(S) Members.

**Action – Secretary**

#### **b) Environmental Issues**

This Item was added to the Agenda to allow Members to introduce new products, plant and working methods which are likely to improve efficiency and / or reduce an Organisations carbon footprint.

This topic is always important but in this year of COP 26 it takes on an even greater significance.

**Action - All**

## **7. HAUC (UK) and Associated Subgroup Report**

### **a. Report**

C.B. provided the following verbal report: -

- The meetings are already being held to make arrangements for the HAUC UK Conference which will be held on 18<sup>th</sup> May 2022. Unless there are problems with Covid 19 the Conference will be a face-to-face event and it will be held in the Emirates Stadium, Old Trafford, Manchester. This will be a chance to reconnect with colleagues to discuss collaboration / connectivity / climate change.

### **b) HAUC UK Working Groups – RAUC(S) Reps**

All is up to date except: -

- P.Mck. and M.P. will discuss attendance at the HAUC UK meetings.
- R.A. representatives are required for the TAG Working Group and the Reinstatement Working Group. This should be added to the R.A. meeting Agenda for September.

**Action – R.As**

- Jane Dunlop can be removed from the Infrastructure working Group for the present.

**Action – Secretary**

### **c) TAG Report**

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

- The online testing was rolled out on 1<sup>st</sup> June. The initial problems have been rectified.
- 2 queries on the questions and answers have been dealt with.
- The results of the red book review will be accommodated in the programme.

### **d) Diversionary Works**

The working group is now meeting, and the following comments were made: -

- The poor pdf versions of the documents will be replaced by a word version which will be circulated for comment in due course.
- The title of the document needs to be revised.
- This is a very long document which can be shortened.
- This is a HAUC UK document, but efforts should be made for it either to meet Scottish needs or only requires minimum editing.

### **e) Safety**

The Review must allow for Scottish input to be any of any value.

The Commissioner joined the meeting at this point.

## **8. Standing Reports**

### **ai. The Scottish Road Works Commissioner's Report**

K.H. reported as follow: -

- SROR Review

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

A request was made for initial feedback from the RAUCS community. The initial general and specific feedback was subsequently provided on a standard proforma by 22 July. An email was also issued to Organisations that may not have been on the RAUCS secretariat circulation lists to gain as many responses as possible. The initial consultation referred to the review and publication of the revised SROH in England.

The progress on the Review and taking it forward has been slower than hoped due to availability of staff resources.

A total of 21 feedback response forms was received as follows: • 6 Statutory Undertakers • 9 Roads Authorities • 1 Trunk Road Operator • 2 Contractors • 2 Scottish Government • 1 Streetworks UK

A Tech Writer is being employed to draft the new Code. It will then be passed to the SROR W.G. for comment prior to it being issued to the Community for consultation.

The current timetable for the drafting etc is: -

M11 SRWC to engage with technical writer 30/11/2021  
M12 Technical writer to produce first draft 28/02/2022  
M13 Draft document sent to SROR working group for comment. 31/03/2022  
M14 Comments returned by SROR working Group. 31/05/2022  
M15 Final consultation draft produced by technical writer. 30/06/2022  
M17 OFFICIAL CONSULTATION PERIOD - Full first draft issued to RAUC(S) Sept/Oct tranche (assuming change to constitution) Sep/Oct 2022  
M18 Close Consultation – Final Comments to SRWC. End 2022  
M19 Review comments by SRWC in discussion with SROR Review Group Q1 2023  
M20 SRWC to present final paper and document at Area RAUC tranche May/June 2023 Q2 2023  
M21 RATIFICATION AT RAUC(S) SRWC Q2 2023  
M22 SRWC present to TS Road Works Team Q2 2023

J.F. thanked the Commissioner for his update on the programme.

The Commissioner commented that he had not brought the Spread Sheed with the Combined Scores Reviewed and Summary progress paper but would arrange for it to be circulated to the Community. It is a large document so all were warned about printing copies.

C.McQ asked if the changes which had happened since the Consultation would be considered by the Tech Writer in his drafting of the code e.g. revision of a B.S. The Commissioner asked for any suggestions to be sent directly to him and he would review them.

As indicated above the Draft will be issued for consultation to the SROR W.G. and the Community so there will still be an opportunity to pick up on any relevant issue.

The R.Q.Ps can be operated under the existing version of the SROR.

The Committee noted that there would always be changes which will affect the SROR and updates would just have to be considered.

The Commissioner reminded the Committee that a Webinar will be held in conjunction with Transport Scotland 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 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 28<sup>th</sup> 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.

### **iii. Performance (Dashboard)**

G.M. provided the following performance report: -

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 Dashboard.
- **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, with an additional 2 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](mailto:enquiries@roadworks.scot).

### **b. Policy Development Group**

K.Q. updated the meeting as follows: -

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.
- If the number of cases rises too far, restrictions, may be considered. All are strongly advised to get their vaccines to protect themselves and potentially reduce the spread.
- 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 25<sup>th</sup> November 2021 with Enforcement to be in place for 3<sup>rd</sup> January 2022.

Populating VAULT will become mandatory which should raise the confidence in being able to use it as the source of plant information which is the purpose of the system

- 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.
- There have been several cases where shards / blades have been attached to Covid 19 vaccine centre signage. All operatives should be warned to take care when handling these signs. Any instances of these signs being defaced in this way should be reported to the police.

### **c. Management and Operation of the S.R.W.R.**

#### **ci) Quarterly Management Report (Includes Vault Update Report and Gazetteer Update Report)**

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

- 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](mailto: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](mailto: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.

- All were reminded that the webinars are available on the Portal and provide a useful source of knowledge and reference. Symology are keen to receive suggestions for new topics for future Webinars.
- 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](mailto: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.Us 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.”

The Commissioner’s Newsletter will be circulated in due course.

#### **cii) Vault Update**

The previously circulated report was taken as read. All Organisations should ensure they are keeping their data up to date.

#### **ciii) Gazetteer Update**

There were no issues raised under this Item.

#### **civ) Gazetteer Highlight Report**

There were no issues raised under this Item.

#### **d) COP 26 – Glasgow November 2021**

Dealt with in the presentation under Item No. 2i Above

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

#### **a. GDPR – Contact Information**

The Committee agreed that the Secretaries could revert to sending emails with the recipients addresses shown. If the email address is the works address it can be provided by the Secretaries. There is minimum risk in this agreement, and it should be recorded in the minutes,

There should be further advice provided for the Secretaries on the dealing with issues in relation to GDPR.

### **10. Dates of Next Meetings:**

J.F. thanked all for their attendance and input to the meeting and indicated that the next meetings would be held as follows: -



**AGENDA MEETING**

**RAUC(s) Meeting**

**Wednesday 17<sup>th</sup> November 2021**

**Wednesday 1<sup>st</sup> December 2021**

**The Venues for the two meetings will be MS TEAMS.**

**Future Meeting Dates: - To be agreed.**

**RAUC(s) Agenda**

**RAUC(S)**

**Setting Meetings (Venue MS TEAMS)**

**Meetings (Venue MS Teams)**

The meeting Closed at 15.15