

# SCOTTISH ROAD WORKS COMMISSIONER

## Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 20th February 2020 in The Fleming Room A, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

**Present:** -

Angus Carmichael	Scottish Road Works Commissioner	A.C.
David Armitage (Chair)	Aberdeenshire Council	D.J.A.
Mike Bartlett	Symology	M.B.
Jim Forbes	CityFibre	J.F.
Clare Gordon	Scotland Transerv	C.G.
Darren Grant	SSE	D.G.
Darren Grindell	Symology	D.G.
Ian Jones	Fife Council	I.J.
Fiona McInnes	Scottish Water	F.McI.
Andrew Matheson	Virgin Media	A.M.
Alex Rae	SGN	A.R.
Iain Ross	Office of the SRWC	I.R.
John Scougall	North Lanarkshire Council	J.S.
Brian Wilson	Scottish Borders Council	B.W.

**In Attendance:** -

George Borthwick	Secretary – RAUC(S)	G.B.
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**Apologies:** -

There were no apologies.

**1. Introduction and Apologies for absence**

David Armitage welcomed all to the meeting.

Apologies were recorded as above.

**2. Minutes of the last Meeting**

a. Accuracy

The minutes of the last meeting of the SRWR Steering Group held in Fleming Room A, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU on Thursday 21<sup>st</sup> November 2019 were agreed with the following revisions: -

Page No. 4 – Item No. 3a Management and Operation of the SRWR – Quarterly Management Report

2<sup>nd</sup> Bullet Point should read: -

- “Contractor Users will require special treatment under the new system with access to the register for more than one S.U. The Statutory Undertakers often employ Contractors to carry out works (i.e. works contractors) or to enter notifications into the SRWR on their behalf (i.e. administrative contractors). These Contractors often work for more than one S.U. In the current Insight SRWR system, there are Contractors with about 70 user logins covering 25 individuals involved with more than one S.U.”

b. Matters Arising

The comments on Matters Arising from the previous meeting are recorded on the Action Tracking Summary.

bi. Notes from Permissions & Consents Working Group

There were currently no more issues to discuss.

A training module will be available for permissions and consents management in the Register.

The Secretary was asked to close this Item.

**Action – Secretary**

**3. Management and Operation of the SRWR**

a. Quarterly Management Report

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

- Fees and Amounts  
The invoice for the Fees and Amounts will be issued with payment to be made from 1<sup>st</sup> April. This is a statutory invoice which must be paid within the 60-day period. An email will be sent out at the beginning of March indicating the estimated charge to allow Organisations to prepare for early payment e.g. setting up purchase orders.
- Training for the new version of the Register  
The e learning courses are now available for the transition training. The Modules take between 4 and 6 hours depending on ability.  
The Modules are: -  
Register Overview  
Co-ordination – Standard  
Co-ordination – Advanced  
Works Promoter – Standard  
Works Co-ordinator – Advanced  
Permissions and Consents  
Inspector  
Completion of the tests is required to be provided with access to the Register from 6<sup>th</sup> April.  
The Landing Page provides instructions on the access and use of the training modules.  
The training is being addressed at the Area Meetings.  
An email has been issued to the Primary Contacts with an access link to the training. There were issues raised about the email not being received. It is only valid for 7 days and because it only contained a link it may have gone direct to spam. The email will be resent. Information has to be circulate directing users to the landing page to get more information on using the training modules. If the email has been missed the user should contact the Support desk.

Out of the 2180 enabled users only 700 have accessed the training. There have been passes recorded. Once on the training platform the user has 7 days to complete the module. The test can be repeated until a pass is achieved. The same questions are repeated in each resit.

The App users will need to renew their access to the system. They will receive instructions during the last week before the new version is rolled out. They will also need to download any pending Notices etc before the Register closes down on the 3<sup>rd</sup> April or they will be lost.

The e learning will be used generally for some time to provide revision especially by operators who are not using the system constantly.

Symology will provide I.R. with a table for the Community indicating who has done what modules and for the first 2 months I.R. will break down the report and pass it to the primary contacts to help Managers ensure all staff have completed the relevant modules for their work.

I.R. was asked to add information to the SRWR Bulletin before issuing it to the RAUC(S) meeting.

**Action – I.R.**

Users will be asked to take part in a stress test of the system by logging into the test site on Tuesday 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup> March between 1400 and 1430. They will be asked to submit a few Notices etc as they would normally do. These will not affect their records and can be fictitious records. The purpose is to check that the new Register can cope with maximum use by the Community. The instruction will go out on the web site. I.R. will also cover this in the Report to RAUC(S)

**Action – I.R.**

The Committee noted that the time taken to complete the Module and pass the test is not being recorded.

- Register Transition

The existing Register will be closed on 3<sup>rd</sup> April and will be available again on 6<sup>th</sup> April. There should be no effect on Noticing and FPNs.

There are new URLs and all Organisations should ensure that their I.T. has white tested them so that they can be used. It is essential that this requirement is dealt with.

Some Users had problems running the training videos. This is being dealt with.

- New Users

Energetics is now Last Mile Gas and Last Mile Electricity

B.T. plc is now the Organisation on the Register with Openreach as a first tier Contractor.

Solway Communications is now Grain Communications.

Axione has joined the Register.

Persimmon has now started developing in the Borders but to date they are not on the Register.

- Other Issues

The calls to the Support Desk were up in the quarter. There did not appear to be an obvious cause, but it was noted that there appears to be a rise in calls in the previous periods at the same time of year. This is possibly due to the drop in calls in December.

There was a rise in Concurrent Use, but it was not critical. D.J.A. asked if a Real Origin could be provided on the graph.

**Action – I.R.**

## b. Quarterly Operational Report

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

- The Committee noted that sadly, Linda Meaney has had to retire from her Symology Helpdesk duties in the Larbert office for health reasons. She has been providing help to users for over 13 years and she will be sorely missed by both Symology and the Community. The Committee on behalf of the

Community recorded their thanks for all her contributions and wish her well for the future.

- The VAULT timetable has been **changed for this Quarter only** with all asked to submit their data by 3<sup>rd</sup> April. The VAULT Maintenance Operators will need a new Log In, but they will not require to complete the training modules. The access will be as before by logging into the Register and using the launch option. An e learning guide will be provided.

The Support Desk will answer queries and give guidance as normal.

c. Training Updates

Covered in previous discussion.

#### 4. VAULT

a. Future Development

Covered in previous Items.

b. Vault Scorecard

The previously circulated Report was taken as read.

There have been no new data providers to VAULT since the last Report.

BT are testing their alternative system for providing their data via VAULT and a report on progress is awaited. The data which is provided will be up to date as it will not require to wait to be loaded to VAULT.

#### 5. Gazetteer Group

a. Gazetteer Update Submission Report

- The previously circulated Report was taken as read.
- The last submission was made in November via the Improvement Service. There had been 2 minor problems which required to be addressed. I.R. will check with the two R.As that their data has been validated and loaded. **Action – I.R.**
- The Validation Certificate needs to be submitted to Symology.
- Symology as part of the transition process to the new Register will take a clean cut of the gazetteer so all R.As will need to submit their current/ updated Gazetteer on 28<sup>th</sup> February. Associated Data Tables need to be up to date.
- The Gazetteer will not include old closed road records.
- Where a R.A. is dealing with Transport Scotland Roads they must be liaising with Transport Scotland and the Operating Companies.
- The SDTF4 format will be introduced in June so all R.As should be preparing for the changeover.
- I.R. will check with R.As who are behind with data provision. **Action – I.R.**

b. Gazetteer Group Highlight Report

The previously circulated draft minutes of the meeting held on 7<sup>th</sup> November 2019 was noted for information and commented on as follows: -

- The SDTF4 format will be introduced in June but there is some concern that R.As may not be prepared to make the transfer by that date. If this is the case, there may be a need to slip the date to ensure that Gazetteers are available. I.R. will

comment on this matter in the Commissioner's Bulletin to RAUC(S) March meeting.

- Closed Roads do not need to be converted to SDTF4.
- I.R. indicated that he is looking for comments on the new Gazetteer uploading process in order that he can report to the Gazetteer Group.

bi. Protocol for Plant in Prospectively Adoptable Roads

D.J.A. commented on progress on this protocol as follows: -

- The new clauses have been added to the Road Construction Consent conditions and will be trialled for a period.
- The RCC conditions can be viewed online using Google RCC Aberdeenshire.
- 6 Months prior to Adoption the roads will be classified as Prospectively Adoptable. This will allow S.U.s to install their apparatus before the final surfacing is carried out.

## 6. SRWR System Assurance Team

a. SAT Report

The testing programme is going well. There are some problems being found but these are being dealt with and should not hinder the final roll out.

The testing Programme is as follows: -

- 3 February 2020 to 24 February – in house testing available
- 3 March 2020 – Final testing day to be held in Larbert
- 23 March 2020 – Go/No-Go final checks and sign off for the new software
- Connection problems at the last testing session at Larbert had affected the testing. The SAT Members were now able to continue online testing at their own workstations.
- Following discussion and demonstrations of the landing page for the mapping layer it was agreed that for the present the proposed 14 day default would be used. This can be reviewed and changed if found to be unsatisfactory.
- There is a facility to run and save an enquiry to display the information required e.g. new works, defects etc.
- There is still the facility to cancel the default and set to the data view you require.

b. Change Requests

There has been no recent discussion on the C.R.s but Users can submit Change Requests after 6<sup>th</sup> April and the reviews of the submissions will start at the SAT meeting on 6<sup>th</sup> May.

## 7. Scottish Road Works Commissioners Report

a. Changes in Legislation

There were no additional comments which had not been covered previously in the minutes.

## 8. RAUC(s) Remits

There were no remits submitted by RAUC(S).

**9. SRWR System**

ai. Inspection Prompts and Follow Up

This was dealt with previously and the Item can now be closed. **Action - Secretary**

aii Inspector App Change Requests

This was dealt with previously and the Item can now be closed. **Action – Secretary**

b. Recording Narrow Trenching in the Register

The Committee noted that with projects like R100 there is a likelihood of increasing use of this method of working and while this would not be a trial there was some benefit in being able to search for these sites and get some details of the process / specification used.

The existing drop-down list will be circulated with a request for comments on the need for an additional heading. The response is required in less than two weeks to be accommodated in the new Register. **Action – I.R. / All**

c. Duration Challenge

This is a facility required by the legislation in England but is not in Scotland. Symology were asked to remove the facility from the Register. **Action – M.B.**

I.R. will comment on this at RAUC(S). **Action – I.R.**

**10. A.O.C.B.**

No Items raised.

**11. Dates of Future Meetings**

**The next meeting will be held on: - Thursday 21<sup>st</sup> May 2020**

**Venue - B-3, Scottish Government Offices, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD**

**The Future Meetings will be held on: -**

August Meeting                      Thursday 20th August 2020

November Meeting                      Thursday 19<sup>th</sup> November 2020

Venue: - Fleming Room A, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

The meeting closed at 13.40