

SCOTTISH ROAD WORKS COMMISSIONER

Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 20th
August 2020 on MS TEAMS

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	Argyll and Bute Council	C.G.
Julie Greig	SGN	J.G.
Darren Grindell	Symology	D.Gri.
Fiona McInnes	Scottish Water	F.McI.
Iain Ross	Office of the SRWC	I.R.
John Scougall	North Lanarkshire Council	J.S.

In Attendance: -

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

Darren Grant	SSE	D.G.
Ian Jones	Fife Council	I.J.
Alex Rae	SGN	A.R.

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 on MS TEAMS on Thursday 21st May 2020 were agreed as read.

b. Matters Arising

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

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 invoices had all been paid although there were a number who made the payment late. They had been informed by the Commissioner that this was not acceptable.

- The new Version of the Register

The new Register went live on the July 2020.

The functionality was satisfactory on the Management of the Notices etc but there was a number of issues raised about the report / data extraction.

If problems are encountered contact should be made with the Support Desk who will take details and either advise on how to deal with the matter or indicate that a response will be issued once it is investigated.

If the response is slow in being provided or the person is not happy with the reply they can escalate it to I.R. who will review the query.

The general view is that the new version is a major improvement over the old system.

- E-Learning

The transition course will be available to mid-September when the standard courses will be rolled out.

- Data Migration

During the process it was noted that more data was being picked up than was anticipated. The decision was made to archive Notices to 31st March which had not been actioned and to do the same for permanent reinstatement Notices up to 31st March 2018 which should accommodate the 2 year Guarantee period.

CSV files were created to record the data which was archived. There was a suggestion that the process had not removed all relevant data and some records had appeared back on the Register from some years ago. Symology indicated that files which had not been dealt with correctly at the time had remained in the background only appearing when the migration was carried out.

F.McI. indicated that some records had been reported by Gordon Russell to the Support Desk but despite their response they were still visible.

The archiving was carried out based on the number of old records in a category. Where small numbers were found in a category it was left for the Organisation to deal with.

Symology agreed to check the Scottish Water records and discuss the situation with F.McI.

Action – M.B. / F.McI.

All Organisations should pass concerns to the Support Desk but should provide detail rather than rough information.

If the response was not acceptable the matter could be escalated to I.R.

F.McI. asked for details of clear down to be passed to her in order that she could audit her data.

Action – M.B. / F.McI.

J.G. informed the meeting that she was reviewing her data and was in contact with other S.U.s to build up a picture of the result of the transition.

D.J.A. agreed with the report above and while there had been some problems the new version was operating well.

J.S. indicated that he had some problems with the Permits facility but was not sure that it was not a User error. He was happy with the assistance he had received from the Support Desk. M.B. commented that the Permits and Consents module within the new version was the last part of the development and may have been introduced more hastily than they were happy with.

F.McI. agreed that the system roll out was generally good and agreed that where there were problems such as the data extraction and reporting they could be considered and if required a change request could be submitted.

J.F. reported that he had submitted two problems to the Support Desk which is dealing with them.

The Committee noted that home working had not helped the roll out as there was not the same opportunity to discuss issues with colleagues over the desk.

An issues log has been circulated and where relevant it contains the actions proposed by Symology.

- Inspections Dashboard

The fields being displayed on the dashboard were discussed with comment as follows: -

- The blank displays could be removed if requested to leave only the relevant tables visible or alternatively the R.A. and S.U.s displays could be the same.
- The two versions are available, and they will be submitted to SAT to agree a final proposal for approval.

Action – C.G. / I.R.

Symology were asked if the table could indicate red when the total number of sample inspections were exceeded so that they could be better managed. Some R.As are carrying out more inspections under this category when they should be spacing them over the year and using target Inspections if they wished to exceed the agreed sample. If all inspections were carried out too early in the year it did not allow for a true monitor over the rest of the year.

The Register no longer stopped sample inspections when the agreed number was reached. The suggestion was made that the Register should stop sample inspections when the annual limit was reached and then. The Inspections Code requires the R.A. to monitor the numbers of Inspections being carried out and to balance the total agreed sample over the year.

It is easy to convert Sample to Target, but it may still need the warning that the limit has been reached.

The Committee agreed that a warning be added to the Register as a matter of priority but the level it comes in must be agreed.

The Commissioner's monitor report needs to be reviewed as at present it is not capturing the problem where the R.As have inspected over the agreed number of Inspections.

- IT Security Questions

A request had been received by the O.S.R.W.C. for security details for the Register. D.J.A. responded that he was not of a view that this was required.

The Commissioner indicated that he had Certificates for the system and from time to time arranged for tests to be carried out. On that basis they were content with the arrangement which was in place. He would however have a check made on the supplier and their suppliers.

- Gazetteer

The Gazetteer updates are being taken direct from the Improvement Services One Scotland Gazetteer.

No validation forms need to be sent to Symology for the update to be carried out.

The period between uploads being sent to Improvement Services by R.As will be considered in relation to the Performance Monitor.

The RAUC(S) Gazetteer Group are considering producing guidance on how gazetteer maintainers should deal with the supply of gazetteers including uncoupled AsD (where Network Rail or Transport Scotland are responsible for the AsD) and gazetteers containing roads affected by boundary changes between authorities.

SDTF Ver. 4 will now be introduced on 1st February 2020.

ai. User Guide

This matter was now closed as it appeared for the present not to be required but the situation would be monitored and if required it could be raised again. The Secretary was asked to remove this Item from the Agenda. **Action - Sec. / Closed**

aii. SRWR Issues Log Aug2020

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

- F.McI. queried if the Issues Log was up to date as she had reported problems which did not appear to be recorded. Clare Callaghan had reported a problem with the Defective Apparatus process and Unattributable Works.
- I.R. asked F.McI. to send him details of the problem with examples and he would review it.

b. Quarterly Operational Report

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

- Community Portal has a listing on the changes made since rollout along with a list of known problems to be dealt with.
- The Support desk is up and running with Covid 19 guidance accommodated.
- Except for a problem one day with the mapping facility there have been no outages.
- The new Register went live and while there have been teething problems none were showstoppers.
- There are more Updates than normal dealing with the problem fixing. These are being done on a Thursday evening.
- There have been several issues raised with the data extraction and reporting and that is being reviewed. Examples would be welcomed so that a discussion could be held to discuss them. Where possible reports will be provided to save downloading data for manipulation, but they must be in a standard version as the system will not accommodate multiple versions.
- There has been an issue noted on the conflict checking whereby too much data is being displayed. There were probably too many conflicts being show in urban areas and the display was probably ok on Rural sites.

The result depends on the parameters which have been chosen. Symology were therefore, asked to review the problem and provide the Steering Group with a suggested solution.

Action – M.B.

- Mobile Apps – There were limits on the number of O.Ds which could be accommodated. The sync problem which was being encountered had been dealt with and a work around had been found. Symology will provide a report to the Steering Group.
Action – M.B.
- The system variation to accommodate Openreach providing their data direct without uploading to Vault is being worked on.
- The file supplied to Vault should have the same name each time otherwise it will create problems.
- A Working Group / Forum will be set up to deal with data / reporting with J.G. chairing it. The group members will be representatives from Scottish Water; SPEN; CityFibre; Aberdeenshire (Nitha Babu); maybe one other R.A.; Symology and the O.S.R.W.C. The Group will report to the next meeting.

c. Training Updates

The transitional Training Course will run to the middle of September with the Standard Training Modules being phased in after that.

The problem with Operators having to go through the course again following a problem with the system has been dealt with. It was due to a revision to the system and should not recur.

The length of Module 1 is being reviewed.

4. VAULT

a. Future Development

District heating plant is currently being recorded on VAULT as an orange line however street lighting is also being represented with an orange line.

The previous discussions on the symbology to be used did not progress and the proposal to use different colours and line style to cover the different operators of the plant and the risk from that plant e.g. High Pressure, low pressure etc have not been progressed.

There are now two styles being proposed or used and this is not acceptable. The Committee agreed that a Group should be resurrected to review the problem and provide a recommendation on the way forward. The group will comprise I.J. / I.R. / A.R. / J.F. They will review the previous paper together with other symbology being used or proposed. Symology will provide input as required to assist the process. I.R. will contact NUAR and raise to matter with them. **Action - I.J. / I.R. / A.R. / J.F.**

b. Vault Scorecard

The Group noted that there were a number of small S.U.s which had still to provide their plant information. The O.S.R.W.C. will continue to chase these Organisations but at present the drive is being directed to having the Openreach data solution provided.

The Vodafone records were questioned in relation to whether the network shown on VAULT was complete or if it needed updated. The issue is that Vodafone took over several providers and the check should deal with whether these plant sets have been incorporated. J.F. will check this with Karyn Davidson. **Action – J.F.**

5. Gazetteer Group

a. Gazetteer Update Submission Report

The provision of this data will need to be revised as the validation forms are no longer required for the uploads via Improvement services. The process will need to be reviewed to see how the Report can be produced and the monitor maintained.

Due to the changes of the Trunk Road Operators on the SE and SW Contracts the ASD Tables in these Gazetteers will need to be revised.

b. Gazetteer Group Highlight Report

The previously circulated Minutes of the May meeting of the Gazetteer Group were taken as read. It was noted that the Group had met recently, and the new Minutes would be circulated.

6. SRWR System Assurance Team

a. SAT Report

The SAT has completed the testing programme and will now revert to reviewing the change Requests.

b. Change Requests

The existing Change Request Register and the Issues Log will be reviewed, and a new version of the Register produced.

I.R. will send a copy of the existing C.R. Register to J.G. and F.McI. **Action – I.R.**

7. Scottish Road Works Commissioners Report

a. Changes in Legislation

The Commissioner reported: -

- the Transport (Scotland) Act 2019 commencement was delayed due to the Government Offices dealing with the Covid 19 pandemic. It would be progressed as quickly as possible.
- At present the Commissioner's Staff are drafting the Annual Performance Reviews which hopefully will be issued before the Commissioner retires in September.
- The first stage of penalty process had commenced dealing with Organisations with continuing poor performance highlighted by the Coring Programme.
- He was pleased to see the continuing improvement which had occurred over the last five years and hoped it would be maintained.

D.J.A. on behalf of the Steering Group thanks the Commissioner for his input to the Community over the last 5 years and wished him a long and happy retirement.

8. RAUC(s) Remits

There were no remits submitted by RAUC(S).

9. SRWR System

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

a. SRWR Training

- The paper indicates the way forward for the training on the Register.
- Module 1 is being split to provide training for Users and Non-Users (Managers and Read only Users)
- The proposal is to have all comments received from the Panel to allow the final version to be agreed by 28th August. M.B. is looking for all content to be fully considered by the panel members to allow a final version to be produced with no further changes requested.
- There was a need to have the Induction Courses up and running to accommodate the training of new Operators.
- The Transition Training will be used until the Modules are available.

10. A.O.C.B.

a. Inspections

A question was raised about the Compatibility with the New Inspections Code. There was some concern that the Register did not conform to the new Code

I.R. was of the view that these were not validation issues but thought that there may be a problem with the Passes / Fails timescales.

All were asked to send queries or concerns about the Register not reflecting content of the codes / legislation etc to the O.S.R.W.C. with examples of the problem so that they could be investigated.

J.G. and F.McI. will meet and discuss their concerns and if required they will submit a C.R. for consideration. **Action / J.G. / F.McI.**

Generally training and experience is required to find out where there are issues or if is just lack of knowledge / understanding.

11. Dates of Future Meetings

The next meeting will be held on: - Thursday 19th November 2020

Venue to be MS TEAMS

The Future Meetings will be held on: - The dates will be agreed.

The meeting closed at 13.30