

SCOTTISH ROAD WORKS COMMISSIONER

Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 21st February 2019 in The Fleming A Room, 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.
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.
Alex Rae	SGN	A.R.
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: -

Jane Dunlop	Office of the SRWC	J.D.
Jim Forbes	CityFibre	J.F.
Owen Harte	Virgin Media	O.H.
Andrew Matheson	Virgin Media	A.M.
Brian Wilson	Scottish Borders Council	B.W.

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 Room 6, Scottish Government Offices, Victoria Quay Edinburgh EH6 6QQ on Thursday, 22nd November 2018 were agreed as read.

b. Matters Arising

22nd February 2019

Aurora will have functionality to link D2 inspections to the original inspection and data. This was not providing the solution which was being looked requested. The Inspections W.G. and require the follow up inspections to link back to the original inspection which will allow for escalation of the defect with the S.U. The W.G. is developing the Code with a flow chart to indicate the required process.

Symology will take the process from the Code and develop Aurora to accommodate the required functionality.

6a. The Development of Icons for the Mapping Layer to Indicate Skips, Scaffolds etc.

This would replicate a facility Elgin Interactive Map. The choice of the Icon would need agreement with Elgin if it replicates their version. The suggestion was made that the Icon chosen should differentiate between the disruptive and non-disruptive (parades) issues. The information on the Permits is Public Information and can therefore be used in the facility although the applicant should be warned that their details will be used by the hire company or the hirer.

C.G. will check the change request to find what was being asked for and the matter will be remitted to SAT to review.

Action – I.R. / C.G.

24th May 2018

Item No. 4a VAULT Scorecard

The O.S.R.W.C. is aware of this issue. The records of the Gas Transporters have to be recorded but the responsible party needs to be established. This should be considered by the PDG and may need to be considered for additional legislation (possibly addition to the Bill). K.Q. will follow this up.

Action – K.Q

2bi. Terms of Reference

The Terms of Reference was revised, and the Item can be removed from the Agenda.

Action – Secretary

2bii. Draft Policy on Receiving Notifications

The paper was revised as requested at the last meeting and can now be passed to Symology to deal with in relation to the Aurora development. A guidance note will be prepared and published on the Web. The Area Meetings will be used to draw attention of the Community to the Guidance Note.

Action - I.R.

This Item can be taken off the Agenda.

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: -

- The Legislation for the Fees and Amounts has been delayed. This will result in the issue of the Invoices being late with 30 days to pay rather than the 60 days in previous years. All will be asked to make the payment within the 30 days as required by the legislation in order that the financial commitments of the Commissioner can be met.

- The training for the Community to use Aurora will be discussed later in the Agenda. It will be made available to allow training prior to the roll out of the system in April 2020.
- The Super Users events to update them on the Aurora Development were held. The number of events were increased from three to four to accommodate the numbers wishing to attend. The responses from the attendees were favourable. A number of suggestions were made to add to the system. They will be considered and actioned if they will add to the service.
- The Inspectors App is still being tested but should be introduced at the beginning of April. The App will allow for non-referenced inspections to be recorded. The date and time on which the data is submitted is recorded so the late upload in an area of poor reception is not relevant.

Dumfries and Galloway had reported problems of records not updating on the Register. This was thought to be a one-off problem and no further related problems are expected. Dumfries and Galloway is using the App for reinstatement works they carry out for Scottish Water and SPEN.

- There had been a sudden rise in the number of calls to the Support Desk in January.
- Similarly, there was a rise in the number of concurrent users in December / January. A message had been issued to the Community reminding them of the need to manage their working pattern to avoid too many using the system concurrently.

b. Quarterly Operational Report

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

- Version No. 3.7.1 was rolled successfully over the Christmas period with no issues raised by the Community. This was a maintenance release to address several minor issues.
- The Inspections App will be issued at the beginning of April as requested.
- The Works Promoter and VAULT Apps are to date not being used widely by the Community. I.R. will contact the Community and provide feedback to the next meeting on usage and comments. **Action – I.R.**
- The Web Services API which is available to allow transactions to be sent into the SRWR, is not currently in use by any organisation. Currently Scottish Water use the Batch XML API to feed in offline file-based transactions. Given the very limited success rate, Symology proposes that only synchronous Web Service REST API calls should be allowed into Aurora, as this ensures any errors or warnings are flagged directly to the sender.

Numerous attempts have been made by Symology to contact Scottish Water's outsourced technical team, but no contact has been established yet. This is ongoing.

- Follow-up conversations were held with J.F about the Promoter Inspection functionality which identified that he really wanted to replicate the whole Road Authority inspection lifecycle. Currently there is only a limited set of inspection types available as there is special processing relating to the other types. K.H. has suggested that the long-term solution would be to have a separate CityFibre O.D. set up as a pseudo-R.A. which could do a more complete set of R.A. style inspections. This is not possible in the current register but has been recorded as a feature for the Aurora development – though is not committed for the first release. There was concern about the mixing of R.A. and S.U. operation and the proposal was not one which would be favoured.

- Symology was asked to ensure that the Aurora development rolled out in Scotland did not have functionality / legislation features designed for use south of the border.
Action – M.B. / D.G.
- On the more specific issue of follow-ups on core failures, K.H. has suggested that a range of coring follow-up inspections could be introduced in the longer term. In the short-term, given the number of coring failures it would be acceptable to re-use the existing UD2 inspection type.
- A Change Request will be submitted to introduce a daily inspection record for Signing, Lighting and Guarding.
- At the first full meeting of the Permits and Consents Working Group in December 2018 James Smith (Symology) and Jim Clegg (OSRWC) proposed a new approach to implementing Permits/Consents in Aurora by fully integrating it with the main Road Works database with a rationalised set of Licence types and Licence documents. The W.G. accepted this approach and advised Symology on the required configuration for these licence types and the features in the Register which are required. The W.G. agreed a general principle of locking the Licence Types with only a minimal set of local customisations. Any revisions would be requested via Change Requests. No further meetings of the W.G are planned. Once the new approach is implemented in Aurora a follow-up will be needed to validate the implementation, either with the W.G or via SAT. Symology would like to take this opportunity to thank the W.G. for their valuable input.

The Committee requested a copy of the notes from that meeting and asked for the final functionality to be as generic as possible.
Action – I.R.

- The last scheduled training took place in Scotland between the 5th and 7th February comprising:
 - 1 x SRWR Introduction for Roads Authorities
 - 1 x SRWR Introduction for Works Promoters
 - 1 x SRWR Advanced Noticing
- The last SAT meeting included a presentation of the latest Alpha 6 software with hands-on access to the system. At the next SAT meeting the discussions will include a review of operational areas and notice posting logic, alerting and notification. Symology will plan to provide test scripts to the SAT for formal acceptance and sign-off of Aurora in 2020. It is anticipated that later this year SAT will get more involved in informal testing of Aurora, as opposed to merely interactive demonstrations and feedback. This is likely to require more frequent SAT meetings with some over two days.
- On the Insight Online portal users can enter their own news articles which are visible for users in their organisation only. This feature is not being used and when used it tends to be used for local co-ordination issues which would be better shared across the whole community by using the Permits/Consents module. As a result, it will be replaced by Symology managed News within Aurora and within the Community Portal

bi. Aurora - Areas of Interest

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

- The proposal will be discussed with SAT prior to extending the consultation.
- G.C. asked about dealing with extended diversions records in the Permits and Consents module and how they would indicate a conflict to others with works on the route either started or planned. M.B. indicated that the polygon proposal in the paper would not affect such conflicts.
- North Lanarkshire will use 12 areas of interest within their area.

- Multiple polygons can be used but there may be a need for some Organisations to resubmit their polygons to include their Areas of Interest. The polygons can be more specific for plant and or roads.
- Updating the polygons would be arranged through Symology with the first contact being with the Support Desk.
- It is likely that GIS sections within Organisations will have works, districts, work areas etc already recorded.
- A buffer default will be set up as a noticing default. With no buffer set specified the default will be the area plus 100 metres.
- Polygons will be visible on Aurora as a map of the set areas. Different users can have different polygons.
- Allows for a review if the Organisations operation of Register and access.
- Symology will require the Organisations to provide details of how they want to manage and operate the Register. The status quo of the existing set up will not transfer so all need to review their set up.
- An Implementation Group will be constituted to prepare the timetable for the roll out. The Group will comprise the Contract Working Group plus others to be agreed.
- As commented on above there will be additional dialogue with SAT with several 2-day sessions to audit the processes. Dates for the additional meetings need to be agreed at an early date so the arrangements can be made with the respective employers.
- The Change Requests which are received will be reviewed for inclusion on the system. Not all will be approved and not all of these will be in the first release.

c. Training Update

M.B. provided a presentation on their proposal for the training facilities which would be available prior to roll out. The proposals are as follows: -

There would be a Community Portal allowing users to: -

- search for the subject required with getting started and using the Register.
- Change Request Screens with a facility to allow the Operators to indicate their priority for the request.
- The disruption data would be available including the fixes to solve the issue.

The options for training could include a forum presentation, class room training with hands on at Larbert or a location provided by the Organisation / Area, and an On-Line training package.

The Online Academy would provide: -

- Filter to find the subject / training course required.
- Overview.
- Indication of learning outcomes.
- Lectures and assessed tutorials.
- Certificate to indicate tutorial has been completed to a satisfactory level.
- Permit to allow the user to proceed to the next level / subject.

The access to the Register would be controlled by achievements in the course.

The cost of the online training could be covered by; -

- Cost per user accessing the training.
- One off payment for the provision of the training.
- Payment by coupon which could be block purchased by the Organisation based on the number of Users they required to train.

- The payments could be made direct to Symology or via the O.S.R.W.C.

The Committee raised and discussed various suggestions / proposals as follows: -

The cost could be covered by the Commissioner who would charge to the Matrix and or the Community based on the individual Organisations usage. This needs an estimate of the cost to purchase the training and an estimate of the number of users who would require the training.

The course would require to on two levels to accommodate a new user (no experience of the Register requiring more in-depth course) or users with existing Register experience requiring only training in the Aurora System.

The payment by an Organisation could be based on a one of charge calculated on their Register usage allowing free access to the training from there on. Alternatively, the payment could be requested as the training was used. This as commented on above needs to be considered.

A restriction can be imposed on new users until they have completed the course. The cost of this training would be charged to the relevant Organisation.

The proposal was made that Transition Users (taking about one day) should be free paid for from the Fees and Amounts. The Transition Course would only be available for a limited time to allow the existing Users to use it. It could be offered free to the existing Community. Symology were asked for a cost for the development and provision of the course. **Action – M.B.**

The Class Room Training would be available for groups from one or more Organisation.

The Committee agreed that not all users e.g. read only users would need full training and they could be dealt with by a Forum presentation.

A small Sub – Group will be appointed to agree the costs, payment and how these would be apportioned. This Group would agree issues related to barring those who had not trained, inhouse training etc.

The possibility of a Forum Presentation could be considered for all who have completed the training. This would allow for clarification and discussion on the functionality so that Users would get the best out of Aurora.

The Academy needs to provide a report to Managers on who has been trained and how they performed in each of the packages i.e. pass or fail.

The training must be available ahead of rollout so that Users are ready to start using Aurora from day one.

Super Users need to be trained ahead of other training so that they are available to answer queries.

Aurora will be rolled out over a weekend with the Register being closed from the Friday night to the Monday morning. There would be trials of the rollout programme on two weekends prior to the actual issue of the system.

RAUC(S) web site could be used to issue warnings to the Community on what training would be available, when and the restrictions which could be introduced if users are not trained.

A suggestion was made that a Training for the Trainer event could be provided. This would be in essence a Super User Training Event.

The Training Courses would need to be subject of a Quality Test and a panel of Super Users could be asked to assess them.

Symology were reminded that the Register (Aurora) is the Scottish Road Works Register and must be issued as such.

4. VAULT

a. Future Development

Except for Aurora, there were no future developments currently under consideration.

b. Vault Scorecard

The previously circulated report was taken as read. The report was now available for download direct from the Register.

5. Gazetteer Group

a. Gazetteer Update Submission Report

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

- This report was now available direct from the Register.

b. Gazetteer Group Highlight Report

- The draft Advice Note No. 5 was previously circulated with accompanying papers. These papers would be included on the RAUC(S) Agenda.
- The Draft is the subject of a consultation.
- The changes were the subject of discussion between Symology and the O.S.R.W.C.
- A request was made to respond to the Consultation indicating that the revision to the ESUID was not needed as the problem had been caused by the way it was being dealt with by some Maintenance Tools. Correction to these tools would rectify the problem and maintain the operation / issue of the ESUID as it currently is. These comments would be submitted but may not result in a change to the proposal.

6. SRWR System Assurance Team

a. SAT Report

The Team continued working with Symology on the Aurora development. The last meeting was occupied by a review of Aurora resulting in the C.Rs being left to be reviewed at the next meeting.

b. Change Requests

There were no C.Rs to discuss.

7. **Scottish Road Works Commissioners Report**

a. Changes in Legislation

The Commissioner indicated that the draft Bill was laid in June and the Committee hearings were now completed. The process is now in Stage 2. But the process is being affected by Brexit.

K.Q. has been seconded to the Scottish Government to work on the Bill.

8. **RAUC(s) Remits**

There were no remits submitted by RAUC(S).

9. **SRWR System**

a. Diversionary Works

This Item has been dealt with and should be closed. **Action - Secretary**

c. Digital Uploads for “Potential Works” into the Register

This Item should be closed. **Action - Secretary**

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

a. Meeting Venues 2019

The SRWR Steering Group meeting venue for the remainder of 2019 will be The Fleming Room, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU.

b. Registration of Surface Dressing Works on the SRWR

The Committee was asked to comment on the recording of surface dressing sites on the Register. The correct way appeared to be to record as Major Works, but this required the two notices to be recorded then it affected the statistics on Early and Late Starts. With the nature of this weather dependant process there was little which could be done to avoid the detrimental effect on the statistics.

The alternative was to record the sites as standard works, but this could result in S.U.s. missing the Notice and later in the year issuing a notice to carry out works on the same section which could have been avoided. The view of R.As was that surface dressing was a low cost high benefit process which should be carried out when the road required it and should not be delayed by S.U. works. It did however affect the public view that no coordination was carried out and for this reason should be avoided.

After discussion the view was that Surface dressing should be dealt with as Major Works and the records in the Register could be interrogated if the Statistics were called into question.

c. Scheduling and Due Date for B and C sample Inspections

While the Cat C inspections could be dealt with within the year meeting the target, it was difficult to hit the target for Cat A and B for the end of the year.

The Committee agreed to go forward with a revision to the Register which would provide for all proposed inspections to be notified by the 15th March which would allow the two weeks to complete the target and hit the target.

C.G. would check this proposal with the SAT Members and if there were no issues raised, she would advise Symology to proceed with the revision. **Action – C.G. / Symology**

11. Dates of Future Meetings

The next meeting will be held on: - Thursday 23rd May 2019

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

The Future Meetings will be held on: -

August Meeting Thursday 22nd August 2019

November Meeting Thursday 21st November 2019

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

The meeting closed at 15.10