

# SCOTTISH ROAD WORKS COMMISSIONER

## Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 24<sup>th</sup> May 2018 in Room No. 6, Scottish Government Offices, Victoria Quay, EH6 6QQ

**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.
Jim Forbes	CityFibre	J.F.
Darren Grindell	Symology	D.G.
Ian Jones	Fife Council	I.J.
Mark Macdonald	SSE	M.Macd.
Fiona McInnes	Scottish Water	F.McI.
Andrew Matheson	Virgin Media	A.M.
Kat Quane	Office of the SRWC	K.Q.
Iain Ross	Office of the SRWC	I.R.
Brian Wilson	Scottish Borders Council	B.W.

**In Attendance:** -

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

**Apologies:** -

Jane Dunlop	Office of the SRWC	J.D.
Owen Harte	Virgin Media	O.H.
Alex Rae	SGN	A.R.
John Scougall	North Lanarkshire Council	J.S.

**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 No. 6, Scottish Government Offices, Victoria Quay, EH6 6QQ on Thursday, 22<sup>nd</sup> February 2018 were agreed with the following revision: -

Page No. 5 Item No. 5a Gazetteer Update Submission Report

Omit the first bullet point.

b. Matters Arising

See the Action Tracking Schedule or the following paragraphs and or within the Minutes where an Item is dealt with as an Agenda Item.

16<sup>th</sup> November 2017

Item No. 2b VAULT Future Developments

Meetings being held with the plant operators.

- Ineos have uploaded their plant information.
- BP now only have a short section of pipeline. This is still to be loaded.
- The requirement for Community Heating systems to go on the Register was raised. The pipelines for these systems have a large external diameter and should be recorded. Some may have been carried out under a Section 109 Notice and should have been recorded by the R.A. The Symbology Group will be asked to consider what notation should be used to indicate these systems on VAULT. Actions required by the Symbology Group are to consider the notation for Community Heating and for indication high / medium / low pressure or voltage.

**Action – A.R.**

DJA reported that a standard OFGEM Generator's License, as issued to most wind farms, confers the statutory power to place and maintain apparatus in the public road, but only for the purpose of connecting the generation facility to the national grid. It was agreed that any electricity generator wishing to exercise these powers in Scotland should be notified that they would first need to contact the Office of the Scottish Road Works Commissioner and subscribe to the Scottish Road Works Register. If they do not wish to do this, then at the discretion of the road works authority, they could be issued with permission under section 109. This would be required in any case if they wished to execute any works in the road beyond those necessary to connect to the national grid.

22<sup>nd</sup> February 2018

Item No. 3b Quarterly Operational Report

All should be transferring to the new Domain URLs but to date only 30% have done so. Area Meeting Chairs should stress this at their meetings. **Action – Area Chairs**

Item No. 3b Quarterly Operational Report (Archiving)

There may still be problems resulting from the archiving. I.R. asked for a copy of any issue which had arisen. **Action – F.McI. / A.R.**

2bi. Terms of Reference

The draft Terms of Reference which was issued to the February meeting was discussed as follows: -

- The attendance of the RAUC(S) Co-Chairs may not be required.
- In the past the Membership was 1 representative per S.U. sector and 1 representative per Area plus the Chair.
- The Commissioner was proposing The Commissioner: The SRWR Manager: Two Representatives from the Service Provider: Three R.A. Representatives: Three S.U. Representatives plus RAUC(S) Co Chairs: Gazetteer Group Representative

and a SAT Representative giving 14 in total which appeared to be a reasonable number for a workable Group. The Group would be a balance of R.A. and S.U. Representatives.

- The view was that the needs of the different S.U. sectors and Areas needed to be accommodated.
- Co-opting additional Representatives to deal with specific issues remained an option.
- The draft should be revised to accord with the above discussion and would be discussed again.

**Action – O.S.R.W.C.**

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

#### **a. Quarterly Management Report**

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

- The new SRWR system (version 3.6.9) was released on 26 March 2018.
- The new Contract started on 1<sup>st</sup> April 2018.
- A suite of 11 User Forums were held across Scotland (and one in England) to introduce the new version of the Register to Community. So far, the feedback received via the survey monkey has been positive.
- The Works Promoter App goes live for Android platforms on 4<sup>th</sup> June followed by Windows on 18<sup>th</sup> June and IOS on 2<sup>nd</sup> July
- The VAULT App comes on line on all platforms in August.
- The Inspections App comes on line on all platforms in November / December.
- The development for Reports to be available on the Register is ongoing with Symology.
- The Quarterly Dash Board will be available on the Register.
- The Annual Performance Reports will be available on the Register.
- Open Data now available to everyone at <http://downloads.srwr.scot>. Most free text fields (e.g. Works Description, Notice Text, Works Comments etc.) have been redacted from the publicly available dataset to avoid sharing personal data. Non-redacted datasets are available for Community users of the SRWR by contacting IR. Redacting fields is a temporary measure to allow users to become accustomed to the correct recording of contact information.
- Invoices for the Prescribed Fees and Amounts have been issued. All organisations are reminded payment must be made by 2 June 2018.
- The available number of concurrent users has been increased in the new version but at present the numbers are remaining at the level achieved in 2017 / 18 after the log off time was lowered, and the Community was asked to better manage their use of the Register.

#### **b. Quarterly Operational Report**

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

- The transactional facility was hard to find but was a good facility when it was located.
- Scottish Road Works Online enhancements were under test.
- A paper on managing Cat A inspections over the year was issued. D.J.A. commented that the target message had been misread in Aberdeenshire where it was mistakenly thought to cover all SUs and not the problem S.U.s.

SAT had asked Argyll and Bute to review the process and provide input. They were reviewing all three options and would come back with recommendations / suggestions. F.S. is looking for simplicity and clarity.

The system as before would allow Inspections to be recorded after the Target was reached.

The view was that the process should be introduced and see what modification may be required when the Inspection App is introduced and being used. **Action – M.B.**

- Works Agreements – There is a facility on the Register and the Support Desk will provide assistance with its use.
- Permits and Consents – A meeting of the working Group is required to progress the review. The introduction of any revisions should be accommodated in the release of Aurora. **Action – B.W.**

At present about half the Community is using the module with a further quarter partially using it leaving some which are not still not on line. The Commissioner was asked to recommend the Module as an aid to co-ordination. **Action – A.C.**

A check should be made on whether the system auto closes Notices or not. If it does not auto close it could be a source of notices not being closed and building up on the system.

The fee structure could be accommodated in the Module. At present R.As were requiring payment via their Council payments processes before the permit was issued. The accountancy process facility is already in the Register to produce the invoices. D.J.A. thought there may be a need for an interface with some Council accounts processes.

The use of the Public Facing web site could give access to permit application but it would need to be developed to accommodate this. D.J.A. would look at whether or not he could pass over information on how the Aberdeenshire internal system deals with permit issuing. **Action – D.J.A.**

- Messaging Register – This facility, to query all error messages shown while creating items on the SRWR, is already available on the Register and only need extended access.
- Meetings with SAT were ongoing looking at Aurora with detailed demonstrations. This was giving the opportunity to discuss how the system was being set up and get suggestions on possible improvements. It was a benefit to both sides.
- The March Training Programme was as follows: -

1 x SRWR Introduction for Roads Authorities  
1 x SRWR Introduction for Works Promoters  
1 x SRWR Advanced Noticing

In addition, there were 11 User Forums to introduce Version 3.6.9. (See Above)

#### bi. Fixing User Issues

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

- The paper was to suggest ways of dealing with problems on the system which needed to be addressed by Organisations e.g. build-up of unclosed Notices.

These are problems which are easier to deal with regularly than to leave them to build up to crisis point.

- It could be a prompt to Primary Contact and / or System Administrators or maybe it should be addressed to the worst offenders only. This may be a problem which the Manager is unaware of.
- A Report indicating performance could be added to the Dash Board to raise awareness.
- The DBFO Organisations on the Trunk Roads are coming on line so this should be an issue which is raised and stressed to them at an early stage maybe via Transport Scotland. New access should always be on the proviso that training is given at the earliest date.
- The Chair thanked Symology for the paper and indicated that actions should be based on it.

#### b. Training Update / User Forum

The training courses for the next quarter are being discussed with Symology and the programme will be published soon.

The feedback from the User Forum was good but there are only about 60 out of 200 attendees who have responded. There was comment on one of the Venues and that will be addressed for future events.

There was good feedback from the Aurora presentation.

### 4. VAULT

#### a. Future Development

The Commissioner reported that there was ongoing discussion with Symology about increasing the frequency of VAULT uploads from 3 monthly to 2 monthly. This would help to accommodate the requirements of one of the Telecom Organisations as well as making the available data more contemporary.

Comment was made that the verification phase was not being used.

There had been some 38 uploads in the last quarter.

Scottish Water would like to see the period drop to monthly in due course to meet their internal timetable. This would be even more important if VAULT was to become the prime source of plant data. This could be considered as a feature on Aurora.

There was some concern about who would be responsible if plant was not recorded on VAULT. CityFibre revise their data internally on a daily basis.

It was possible that mandatory provision of data would be introduced. If this was the case, there may be a requirement to revise the specification.

The Committee noted that the data from one organisation when loaded was 20 meters off centre. This would be rectified.

The proposal was accepted, and the next quarterly data upload would be dealt with at the next 2 monthly due date. A revised uploading schedule would be agreed and circulated.

**Action – I.R. / M.B.**

#### b. Vault Scorecard

The previously circulated Report was noted and commented on as follows: -

- Transport Scotland is preparing a data batch for uploading.
- TRO information is recorded in the Additional Data fields and is uploaded by Transport Scotland (Base Gazetteer is provided by the local R.A.) C.G. asked for some guidance on the completion of data in these fields. I.R. will ask Jonny Morran who is dealing with their Gazetteer and offer some assistance. **Action – I.R.**
- The Committee agreed that Edinburgh Trams should be asked to submit their data as it was considered they must have a large amount of plant. **Action – I.R.**
- Some issues need to be addressed such as Section 109 plant and new transporters who may have provided networks in new Developments. They should be asked to apply for Statutory Powers and apply to be on the Register. This will have to be investigated and dealt with. **Action – A.C. / I.R.**

## 5. Gazetteer Group

### a. Gazetteer Update Submission Report

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

- There were five Organisations in the yellow band and they will be monitored and pressed for uploads if required.

### b. Gazetteer Group Highlight Report

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

- D.J.A. commented that the One Scotland Gazetteer in the future could become the data source to be used in the Register.
- The Gazetteer conventions are being reviewed. Much of the work is to rationalise what is used at present.

## 6. SRWR System Assurance Team

### a. SAT Report

The previously circulated SAT minutes for the meeting held on 18<sup>th</sup> April were taken as read with the following comments: -

- SAT is working with Symology on the development of Aurora.
- I.R. / K.H. are considering FPN Management and if required training / advice will be provided.
- Permit information e.g. TTROs, skips, and scaffolds will be added to the public facing web site. The Commissioner suggested that there could be two levels of data e.g. works / obstructions.
  - The Section 109 Permit with the Notice will raise data on the map.
  - Elgin may produce permit information, gleaned from the Open data, on their mapping system.
  - The current version of the site would need to be revised to accommodate these additional items. The data being submitted would have to be specific.
  - This matter should be considered by the PDG and on the decision of that Group any development could be progressed. **Action – A.C. / D.J.A.**

- The Area Chairs should be asked to remind their Members that if they have suggestions to improve the Register they should be passed to SAT via a Change Request. **Action – Area Chairs**
- There was favourable feedback on the Mobile Apps.
- A number of C.Rs were accommodated in the new version of the Register. All suitable C.Rs awaiting introduction to the Register and any new ones which come forward will be submitted for inclusion in Aurora.
- Conflicts did not appear to be being fully checked. The affect of a conflict on alternative routes should be checked. Ensure that co-ordination is fully accommodated.
- 612 - Robert Mackay (East Renfrewshire Council)  
Change request to allow replication of previous inspections

Auto completion was not thought to be good practice and the C.R. was continuing to be reviewed.

- 613 – Eleni Gigourtaki (East Lothian Council)  
When a site has not been permanently reinstated within the specified time according to the CoP (6 months) an FPN under Sect 129 should be automatically generated by the system.

If there is a planned date a FPN should not be issued.

These are potential FPNs and should be checked before issuing.

The recommendation was that the list is reviewed, and the relevant sites progressed.

- AOCB – Major Works on 3 month Notices Expiring

The problem being received related to major works 3 month notices expiring with no facility to extend with a late start. It should be possible to extend these Notices to accommodate a delay in the programme.

The work round was to close the Notice and open as a new notice.

This was not a new problem as the change was made in 2006. This matter will receive further consideration and be brought back to the next meeting of the Steering Group.

- The raising of an FPN on non-notifiable works is not correct and should not be triggered. This is being reviewed.

#### b. Change Requests

The previously circulated papers were discussed as follows: -

- C.R. No. 341 can be referred back to the SAT.
- C.R. No. 560 was referred to the Permits Working Group. **Action – B.W.**
- C.R. No. 606 Discussed above.

## 7. Scottish Road Works Commissioners Report

### a. Changes in Legislation

The Commissioner indicated that the draft Bill was liable to be issued in June.

## 8. RAUC(s) Remits

a. Sample A Progress Report

This Item was covered in a previous Item.

**9. SRWR System**

a. Diversionary Works

The process to deal with this matter will be dealt with in Aurora.

The previously circulated paper should be reviewed and discussed at the next meeting.

**Action – Secretary / All**

There would need to be additional Users to be added to the Register to receive and deal with the Notices and relevant attachments.

c. System Implementation

System now on line – Item Closed

**Action – Secretary**

d. Recording Inspection Results relating to Improvement Plans

This related to dealing with increasing and reducing the number of Inspections as an Improvement Notice is progressed. The increases would need to accommodate the 3 separate categories of Cat A, Cat B, and Cat C. This would ease the monitor of performance during the period of the Notice. This request could be accommodated in the Register without too much revision.

These Inspections would be additional and separate from the Sample. The payment of these additional Inspections would need to be agreed with the relevant S.U.s. They could only be categorised as Target Inspections if no charge was to be made.

The additional inspections would need to be agreed with the offending S.U. prior to the additional Inspections / charging regime being set up.

After discussion it was agreed that the options would be: -

- For the period of the Notice, the number of Inspections would be agreed and charged as Sample inspections.
- For the period of the Notice, if there was to be no charge the Inspections would be carried out as Target inspections.

The proposal to have an additional category of Inspection would remain on record and if required could be raised at a future date.

e. Defective Apparatus

The Committee agreed that a Defect Notice should be issued to the probable responsible S.U. and if it rejects it the Notice can then be sent to all S.U.s. The Defective Apparatus Flow Chart is available and should be followed.

f. Circulating Information

Information can be circulated via: -

Area RAUC Meetings



User Opening Page  
Training  
Forums

For specific issues / problems the information should probably be directed to the System Administrators and / or the Primary Contact.

Symology will provide a list of the System Administrators and ask Organisations without one to appoint one. **Action – M.B.**

## 10. A.O.C.B.

### a. Utility Inspections

J.F. raised this issue as CityFibre intended to commence Inspections of their network and wanted to be able to record the data on the Register in a format mirroring the R.A. inspections. The information would feed into the Quality Plans at a later date.

The Register should provide sample sites then prompt any follow up action just as it would for the R.As. The inspection data would be open to the R.As.

Virgin Media and SGN indicated an interest in the proposal.

Symology will submit a paper on this development to the August meeting. **Action – M.B.**

### b. Register Mapping

The mapping on the Register previously collected the data for bus stops from NAPTAN.

The suggestion was made that the data could be collected from Traveline. Contact will be made with Traveline to see if the data could be made available for the Register.

**Action – I.R.**

### c. Commissioners Web Site

The Commissioner indicated that the new Website would go live on the Friday 1<sup>st</sup> June.

The new layout should provide an easier access to the various topics and should be more user friendly. It is set up for use on mobiles and tablets.

## 11. Dates of Future Meetings

**The next meeting will be held on: - 16<sup>th</sup> August 2018**

**Venue – Glennie Room, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU**

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

November Meeting

22<sup>nd</sup> November 2018

Venue: - Thomson Room (Room 6), Scottish Government Offices, Victoria Quay, Edinburgh, EH6 6QQ

The meeting closed at 14.52