



SAREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: 1st June 2023

Meeting held on MS TEAMS

Present:

Mike Grunwell (Chair)	M.G.	Dumfries and Galloway Council
Sarah Abbot	S.A.	Netomnia
Vincent Addo	V.A.	Hyperoptic
Caroline Auld	C.A.	Network Rail
888Jamie Barr	J.B.	East Renfrewshire Council
Neil Brannock	N.B.	Autolink M6
Sharon Burns	S.B.	GoFibre
Douglas Campbell	D.C.	SPEN
Katie Campbell	K.C.	North Ayrshire Council
David Carter	D.Ca.	South Lanarkshire Council
Gavin Cook	G.C.	East Renfrew Council
Matthew Crossan	M.C.	Dumfries and Galloway Council
Ian Dalrymple	I.D.	Openreach
Karyn Davidson	K.D.	Vodafone
Jim Forbes	J.F.	CityFibre
Julie Greig	J.G.	SGN
Shane Grung	S.G.	Arqiva
Barry Hall	B.H.	GTC-UK
John Henderson	J.H.	Scottish Borders Council
Lindsay Henderson	L.H.	o.S.R.W.C.
Peter Houston	P.H.	Transport Scotland
Cathy Jones	C.J.	Netomnia
888Glen Jones	G.J.	Hyperoptic
Matthew Jones	M.J.	Last Mile
Derek Kelly	D.K.	Amey
Shaylyn Lanman	S.L.	ESPUG
Lynne Lyle	L.L.	Ayrshire Roads Alliance
Clare McCulloch	C.McC.	Dumfries and Galloway Council
John McCulloch	J.McC.	Balfour Beatty M77 DBFO
Jordon McDonald	J.McD.	CityFibre
Steven McGill	S.McG.	Energy Assets

Present (continued):

Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
Andrew Matheson	A.M.	Virgin Media
Graham Milne	G.M.	oSRWC
Valerie Park	V.P.	South Lanarkshire Council
Kat Quane	K.Q.	Transport Scotland
Graeme Robin	G.R.	North Ayrshire Council
Paul Roche	P.R.	Sky
David Ross	D.R.	BEAR Scotland
Wendy Ross	W.R.	Amey
Stephen Scanlon	S.S	Openreach
Pauline Scott	P.S.	Ineos
Ruth Scott	R.S.	Neos Networks
David Shaw	D.Sh.	Ayrshire Roads Alliance
Graham Slorach	G.S.	Netomnia
David Thomson	D.T.	SPEN
JJ Van Graan	JJ.V.G.	Lumen
Peter Walton	P.W.	Lumen

In Attendance: -

George Borthwick	G.B.	Secretary to SW Area RAUC
Robert Young	R.Y.	Scottish Government

Apologies:

Kevin Hamilton	K.H.	Scottish Roadworks Commissioner
Owen Harte	O.H.	Virgin Media
Rob James	R.J.	Network Rail
Jock Laidlaw	J.L.	Autolink M6
Chris Murray	C.M.	Sky
Brian Wilson	B.W.	Scottish Borders Council

1. Welcome, Attendance and Apologies

Michael Grunwell welcomed all to the SAREA RAUC Meeting. This meeting was being held on MS TEAMS.

Apologies were recorded as listed above.

a. UCI Cycling World Championships Peter Houston (Transport Scotland)

The Championships with 13 events will be held at various locations across Scotland (Fort William in the north to Scottish Borders / Dumfries and Galloway in the south) over 11 days between 3rd and 13th August. The budget for the Championships is £56m and is supported by various Organisations including Scottish Government.

The events are staged at off road venues and on roads with full closures and rolling closures as required. The different events are being organised by Managing Companies and some are more advanced than others in the planning.

The Men's Elite Road Race starts in Edinburgh (during the Festival) then travels from the Capital over the Forth Bridge into Fife then west ending up with several laps of Glasgow Town Centre finishing at George Square.

The cross country events will be held in Glen Tress in the Scottish Borders Area. A park and ride facility has been set up in Peebles and Walkerburn with the alternative being active travel (walking / cycling).

The events in Dumfries and Galloway (Para cyclists) are held on rural routes with full closures and several problems are being encountered (herd of cows requiring to be moved for milking). The event starts will be held on the White Sands in Dumfries.

In Glasgow the roads used for the events are covered by closures but will be available for overnight access.

No additional parking is being provided and the emphasis is on travel to the sites by public transport, cycling and walking.

The Trunk Road embargoes are Registered as 27th July to 15th August. Where emergency works are needed on any roads a request will be needed for access but it is appreciated that access may be required.

The slides will be circulated following this meeting and these give more detail of the events, locations and arrangements which have been made to date.

If there are any queries contact should be made with Peter who will endeavour to answer them.

More information is available on: -
www.cyclingworldchampionships.com

And on Get Ready Glasgow

<https://www.getreadyglasgow.com/cycling-worlds>

Michael thanked Peter for his presentation.

b. A9 Reinstatement Trials Report

Ian Dalrymple (Openreach)

Ian introduced the paper on the Appendix 9 Trial on cold lay material reinstatements which is being carried out in Perth and Kinross. The trial is being carried out in collaboration with Openreach, Perth and Kinross Council, o.S.R.W.C. and Viatec.

The Trial was to look at the viability and benefits of carrying out permanent cold lay material reinstatements. These could be covered in the following categories: -

Infrastructure

- Reduction in damage to the road structure
- Quick restoration of the road.
- Less material waste.
- Lower costs.
- Reinstatement in any weather conditions.

Environment / sustainability

- Reduce carbon footprint with less transport runs.
- Ability to reinstate in varied weather conditions.

Speed of construction

- Reduction in disruption to road users allowing efficient management of the network.

Innovation

- Use of new materials and methods to produce the best results with approved / accredited quality materials.

Background – 15/10F Alternative and 30/14c Alternative

To prove that these materials, although not HAPAS approved, are fit for purpose in carrying out permanent reinstatements.

The material has been used in various weather conditions (temperature / precipitation / Humidity) to check its ability to meet the required standards despite the weather conditions.

These products are produced by Viatec in a modern asphalt plant type matched to BSEN13108 asphalt mixes.

Viatec indicates that it has similar performance to HRA and is mixed when required on site using cold water.

The trial covers footway and carriageway reinstatements. One completed carriageway site has been reinstated with half cold lay and the other in hot lay asphalt to compare the performance of both materials.

The cold lay material so far is performing well in comparison with HRA.

The existing sites had been inspected on 11th May 23.

The presentation listed the sites which had been reinstated in the trial with photographs indicating the finished reinstatements.

The joint faces are pre-primed and the overband tape is ironed onto the surface of the joint. Sections of the overbanding have failed and lifted off on some sites.

One reinstatement has failed with a short crack having formed in one corner.

The recommendation will be that the material trial is extended to larger areas to increase the trial of the material on carriageway reinstatements in particular.

Openreach would be happy to hear from any other R.A. who would allow the Trial to be extended into their Area. M.G. indicated that he would look into the possibility of the trial being extended to Dumfries and Galloway.

c. Broadband Rollout Update

Robert Young (Scottish Gov)

The R100 Programme is a Scottish Government initiative to connect as much of the country to superfast broadband. Delivery is in 3 parts:

- i. Commercial Deployment by telecoms operators without government funding
- ii. Scottish Government Main Contract, in three lots, is being delivered by BT/Openreach, and makes up most of the 114k premises to be connected, almost exclusively using Fibre to the Premise technology.
- iii. Scottish Government Superfast Broadband Voucher Scheme (SBVS) in which telecom operators can claim up to £5k to connect approved premises (not in R100 or commercial operators plans) using their own infrastructure, with Fibre to the Premise technology, fixed mobile, fixed wireless and satellite solutions. There is over 60 registered suppliers

In March R.Y. wrote to all Council Roads Leads advising them of deployment plans for 2023 and asking them to contact him (Robert.young@gov.scot) or the Deployment Managers Steve Wicks (stephen.wicks@gov.scot), Neil MacGrain (neil.macgrain@gov.scot) and Nik Gowrie (nik.gowrie@gov.scot) if they have any significant issues with the deployment.

M.G. Commented that contact relating to the R100 Contract had been satisfactory to date.

2. Approval of the Minutes of the Meeting Held on 2nd February 2023

a. Accuracy

The minutes of the SAREA RAUC Meeting held on 2nd February 2023 on MS TEAMS were approved as read.

b. Action Tracking Summary

Comments are recorded on the Action Tracking Summary.

3. Written Reports from Local Co-Ordination Meetings / Clusters

Reports to the Committee were recorded as follows: -

Ayrshires and East Renfrewshire Local RAUC – Lynne Lyle

Lynne Lyle has now taken over as the Chair of the LRAUC.

There were no major issues to be remitted to this meeting.

South Lanarkshire Local RAUC – David Carter

The meeting had been well attended with the Representatives active in the discussions.

There were no major issues to be remitted to this meeting.

East / Mid Lothian and Scottish Borders Local RAUC

There were no issues to be discussed.

Dumfries and Galloway Local RAUC – Michael Grunwell

There had been a better attendance across the board with a number of the Major Contractors attending.

There were no major issues to be remitted to this meeting.

4. Matters Arising from RAUC(S) Meeting 22nd February 2023

The previously circulated draft Minute was taken as read.

There were no major issues remitted to this meeting.

5. Government and S.R.W.C. Reports

a. Scottish Government Report

The previously circulated papers were taken as read with the following comments from K.Q.: -

Progress is ongoing on the introduction of the various sections of Transport (Scotland) Act 2019 and the batch diagram had been updated to reflect the changes introduced from 1st April 2023 and going forward.

- The updated batch diagram has been circulated. There is now an approximate timeline of commencement and regulation over 2023 – 2024. Legal issues for the introduction of compliance legislation including Compliance Notices and Compliance Officers is currently ongoing to be in place later in 2023. VAULT is likely to be mandatory from April 2024. Some provisions may come in earlier –

e.g. settling the status of vault plans. These changes will require a review of Advice Notes 1 & 5 with updating as required.

- After the current batch (above), dealing with Compliance Officers (Authorised Officers), Compliance Notices and Vault is in place, the final batch, (FPN review) will begin. This includes the key commitment to linking FPN value to an index, to keep the level of FPNs relevant.
- The Annual Fees consultation will take place later in the year. The existing two year Instrument will revert to an annual Instrument. RAUC(S) members will, as is custom, be specifically invited to respond and are encouraged to do so. The consultation may contain some additional road works issues to be consulted on. The electronic format allows you to ignore a question but all should indicate they are not responding with “No response” or equivalent comment. This will assist in the analysis of the responses.

Ministerial Codes

- The SROR was submitted to the Minister for Transport and the RQP Code will likely follow after the summer recess.

The Code has been approved by RAUC(S) and the S.R.W.C. so there will be no further consultation.

- The UK wide Safety Code (Red Book) and Diversionary Code (Matters Necessary etc) will be submitted to a similar process in due course when the respective reviews are completed.
- The HAUC UK review of the Safety Code has begun, with RAUC(S), oSRWC and Scottish Government representation on the panels. Following the HAUC UK review, the DfT ‘formal review’ will be carried out. Their version will require the Ministers of each devolved nation to assess the document individually. It is essential that in consultations RAUC(S) is able to form a view on the finalised document and feed in any concerns via the working group.

Scottish Parliament Changes

- Mr. Humza Yousaf MSP was appointed as First Minister of Scotland in March. As the former Minister for Transport and Islands, he was the Reviewing Minister for the Barton Report and therefore takes to post a background knowledge of road works legislation.
- Mr. Kevin Stewart MSP was appointed as Minister for Transport.

Post Meeting Comment – Mr. Kevin Stewart resigned and has been replaced by Ms. Fiona Hyslop

b. Performance Dashboard

The Committee received the report from L.H. as follows: -

Annual Performance Reviews

The Reviews will be sent out to the Primary Contacts and the Chief Executives by the end of May. Organisations with poor performance will be asked to respond with their comments on the relevant issues raised by the Commissioner.

Dashboard

The SRWR 2022/23 Q4 dashboard which was issued at the end of April 2023 was taken as read.

Inspection indicators have been added to the dashboard and a decision on inclusion within the existing monitoring process will be made during the reporting year.

Indicators targets for 2023/24 remain unchanged.

Start/Stop 2 Hour Registration

The Legislation changed on 1 April 2023 to require a Works Start/Stop notice to be recorded on the Register within 2 hours of works starting / completing. This is being monitored.

The Commissioner is extremely disappointed to observe a significant increase in noticing failures across the whole community. Non-compliance levels increased for Roads Authorities and Utility companies to 8% and 11% respectively. Those Organisations with unacceptable levels of failure have been contacted and asked to provide guidance to their operational teams and to date 10 out of 21 Organisations have provided a response. Monitoring of this increase will continue monthly.

The Commissioner would like to remind Organisations that the SRWR Works Promoter App is the recommended method of recording these notices. Uptake of the app remains low, with only around 7% of applicable notices updated using this option since 1 April. If your organisation is not using the App they are asked to review their arrangements.

Commissioner Improvement Plans

The following 4 Organisations, namely, Axione, CityFibre, Lothian Broadband and SGN are still on plans with all continuing to provide positive improvement and engagement with this process.

The next Improvement plan submissions are due on the 14 July 2023.

Policy and Quality

Reinstatement Quality Plans

Out of the 56 undertakers 40 have now had their ROPs approved. The approved plans cover approximately 99% of all works undertaken. The Commissioner would like to thank all for their efforts in achieving this level of approval.

This still leaves 16 undertakers which do not have approved RQPs. The Commissioner would like to remind undertakers that they will be committing an offence if they undertake works in the Road without an agreed plan.

Safety / Technical Standards

Compliance Officers

Drafting of a Code of Conduct and associated Job Outlines has commenced. The Commissioner's intention is to undertake recruitment by the end 2023.

In preparation for Compliance Officers starting, the oSRWC is trialing the use of dashcams to capture sites from moving vehicles. Non-compliant Organisations will be issued with compliance notices where failings are identified. Initial trials have found significant non-compliance, both with regards to sites not having valid notifications and those with non-compliant TM.

There was some concern raised about this method of inspection and how it accords with the current Codes and Advice Notes.

This is currently a trial and further comments will be made as the process is developed.

Research Project – Service Life of Reinstatements.

The research project on Service Life of Reinstatements has been complete and the report approved by the Scottish Road Research Board. The Report will be published on the SRRB website in due course and a presentation will hopefully be arranged for a future RAUC(S) meeting.

SROR Review

The SROR Ver. 5 text was approved at RAUC(S) in February. The Commissioner has now passed the document to Transport Scotland with the recommendation that it is published as soon as possible for implementation from 1 October 2023.

The TAG group met in April 2023 and the Commissioner's office Representative had been omitted from the invite. The omission was noted by the Group and rectified. Invitations will be sent out for the next meeting. There is therefore nothing to report.

The Safety at Street Works and Road Works Code of Practice (red Book) Review by HAUC UK has been commenced with R.A., S.U., oSRWC and Transport Scotland Representatives from Scottish Community involved. The Scottish Representation is provided by: -

Lindsay Henderson oSRWC
Kat Quane Scottish Government
Ewan Hogg Falkirk Council
Rob Marsden Vodafone

Safety bulletins will be sent out by RAUC(S) secretariat as and when he receives them.

The oSRWC Newsletter will be issued in due course.

d. SRWR Report

Graham Milne reported as follows: -

Prescribed Fees and Amounts

Invoices for the Prescribed Fees and Amounts 2023/24 were issued on 1 April 2023. To date approximately £900k out of the £950k total, (from 84 of the 98 Organisations) has been collected. Payment is due by the 31st May and reminders will be issued to the slow payers. If payment is not received by the due date the use of the Register can be withdrawn.

Sharing SRWR Logins

During a recent audit Symology noticed suspicious usage of the Vault system, with a single user logging in and out multiple times a minute. This raised concern that someone was attempting to extract data - a misuse of their access to Vault. Following investigation, it was discovered that this anomaly was due to a large number of individuals sharing a single login to the SRWR which is in breach of the SRWR Terms of Use.

The Commissioner reminds all users their login details must not be shared. Each individual must have their own login to the system. An organisation can have as many unique logins as they need. Logins found to be used by multiple individuals will be deactivated.

Non-corporate email addresses

As a result of the above misuse, the Commissioner has been reviewing the policies relating to who gets access to the SRWR. The security of the system is dependent on Administrators only giving access to users they recognise as working for their organisation or their contractor.

To prevent access being given to a third party not affiliated with an organisation the SRWR will no longer accept users email addresses from non-corporate systems e.g. those from Google, Hotmail, Yahoo, AOL etc.

Vault Update

Symology will be circulating a 4 phase plan describing changes to the Vault service that will allow: -

- The display of BT data on both the SRWR Aurora web interface and the SRWR Vault Mobile App.
- Update the asset symbology used to allow asset owners to highlight assets which pose a higher risk.
- Regroup the assets by type (e.g. Electricity, Water, Gas, etc.) rather than the organisation providing the data.

These changes will need users of the SRWR Vault Mobile App to update the software on their devices. Data providers will also be required to identify the type of each asset in their submission (particularly the R,As who should be providing S109 asset information).

VAULT Usage

The oSRWC has noted that some Organisations are using VAULT as the prime source of plant data rather than applying for plans directly from asset owners. While this is the long

term aim of Vault it is at this time only be used to identify which Organisations have assets in the area.

Until asset owners have approved Vault for this use, detailed plans should be sought from the asset owner directly, prior to commencing excavations.

Gazetteer ASD Geometry

As previously reported, the Commissioner continues to carry out a review of the Gazetteer Associated Data (ASD) records for compliance with the SDTF Ver. 4 Specification.

From the latest data extracted on 17 April 2023, 24 of the 42 gazetteers passed validation. The Commissioner was pleased to note improvement across the board. All but one authority showed improvement.

The Commissioner wants to remind the authorities that providing a Street Gazetteer is one of the statutory duties for a road works authority under the NRSWA. Repeated failure to supply compliant data could lead to a Commissioner Penalty. The Commissioner requests that all authorities put in place appropriate resources to ensure a compliant Gazetteer is provided by the May deadline which is now past.

Anyone who wants to check their data should contact the Improvement Service (gazhelp@improvementservice.org.uk).

Inspection Units

The Commissioner has noted that the data used on the SRWR to estimate Inspection Units has been wrongly including non-excavation works. To avoid this being a problem the Commissioner would like to remind all Organisations of the following:

- 
- The number of sample inspections to be undertaken must be set in agreement between R.As and S.U.s.
 - While the SRWR can provide an estimate (based on inspection units recorded against works for the previous three years) this figure should be used to inform discussion rather than be treated as the final figure.
 - If an undertaker plans to carry out more, or less, works in an R.A. area, they should provide the relevant R.A. with details to help agree an appropriate number of inspections to be carried out.
 - Once a figure is agreed, the R.As should work with Symology to ensure the targets used on the SRWR match those agreed with the S.U.s.

The error in the report is being corrected by Symology and is currently planned for release around 1 June 2023.

RQP on Notices

Each notice now has a tick box to indicate an undertaker has an approved RQP in place (or the promoter is an authority and does not need one). This is a requirement of the new legislation. It is pre-ticked to minimise the impact on users creating notices. Please note

that notices for S109 works will also have the new tick boxes added shortly, confirming the applicant is aware of the requirement on them to have an approved RQP.

New Organisations on SRWR

Nexfibre Networks Limited (previously Virgin Media Networks Limited, not to be confused with Virgin Media Group), Cornerstone Telecommunications Infrastructure Limited, Fibrus Networks Limited and Giggle Fibre Limited have been given access to the SRWR. All are telecoms companies.

Optify Mediaforce Limited (who were previously PCCW) have changed their name to Wifinity Limited and Forbury Assets Limited have changed their name to Optimal Power Networks Limited.

An SRWR Users Webinar is planned for 20th June 2023. Information will be advertised on the SRWR. Topics are likely to include Stop / Start recording and changes to the Register.

J.F. commented that he had not received a copy of the Performance Review this year. G.M. will check this out at the office. **Action – G.M.**

6, Working Group Reports

Coordination Working Group

The Advice Note No 31 on the 2 hour Stop / Start Registration has been published on the Commissioner's web site.

The Group are reviewing the list of actions produced by K.C. and in due course they will move onto the list prepared by J.H.

The Regulations dealing with Temporary Road Closures will be reviewed and D.S. has raised the matter with the Legal Team in South Ayrshire. Issues to be looked at are: -

- Footway Closures.
- The use and provision of TTRNs. Some R.As do not issue TTRNs while others do. Not all sites require a TTRO and a TTRN is sufficient.

Nic Millar (SGN) has joined the Group. *(Post Meeting – Replaced by Lucas Ferguson)*

Inspections Working Group

The Group have had two meetings and have been considering the development of a Risk Based Matrix for defects and traffic management (signing and guarding).

SROR Review Working Group

The development of the process for Appendix 9 trials is ongoing.

The Code is with the Minister and will be published as soon as possible to allow Organisations to familiarize staff and operatives with the revised requirements.

SAT

The work of SAT is ongoing with new Change Requests being reviewed.

SRWR Steering Group

The update was covered in the items in the Commissioners Reports above.

RQP Working Group

There are no issues to be discussed at present so the Group is not meeting. If required they will be recalled..

Gazetteer Group

The work is ongoing.

National Coring Working Group

The Disputes Panel met on 7th March and dealt with the issues raised.

I.J. / S.S. / L.H. are pulling together the data from the 5 Areas to produce the final report which will be submitted to RAUC(S) for approval to publish at the end of June. Checks are being made to ensure the Appendices and Register records all match. There are some mismatches being checked and urgent responses have been requested.

7. Health and Safety

a. List of Plant Protection Systems

This is a standard Item on the Agendas giving all the opportunity to update their details in order that the schedule is up to date on the Web Site.

This Schedule requires to be updated to record the new Organisations which have joined the Community.

b. Emergency Contact Details

This is a standard Item on the Agendas giving all the opportunity to update their details in order that the schedule is up to date on the Web Site.

The existing Schedule needs to be checked and revised if necessary, then circulated across the Community so that operators etc know who to contact 24 / 7 to report an emergency. There are several new Organisations on the list with no contact information provided.

Details of new, maybe smaller Organisations, emergency contacts are required. **Action – Secretary**

All were asked to provide H&S bulletins for any issues which occurred in their organisation as a potential training aid for others. **Action**
– All

8. AOCB

a. Meeting Dates

The Meeting dates for 2023 were circulated for information.

b. Local Co-ordination Meetings (Chairs / Meeting Dates)

The previously circulated schedule was taken as read. There is only one Local Cluster to provide data and the Secretary will chase that up. **Action - Secretary**

c. RAUC(S) Attendees

The R.A. Premeeting had raised the issue of Area R.A. Representative attendance at the RAUC(S) Meeting. The Constitution states that there will be 3 R.A. Representatives from each Area including the Area R.A. Co-Chair. The Chair of a Working Group can be one of the 3 but otherwise they can attend as an additional attendee.

The Secretary was asked to add this Item to the Agenda for the next meeting. **Action – Secretary**

d. Programming Section No. 109 Works

The R.As had noted that Scottish Water work being carried out under a Section No. 109 Permit was taking too long.

F.McI. indicated that they had a time table but it was down to the promoter / contractor to advise them that the work was ready for inspection. She asked for specific examples to be sent to her for investigation. **Action – R.As**

e. Defective Apparatus Underground

G.R. raised the problem of getting action on Defective Apparatus which was causing surface damage.

G.R. was asked to pass details to the Inspections Working group for review. **Action – G.R.**

9. Date and Venue of the Next Meeting

M.G. thanked all for their attendance at the meeting.

Next Meeting: – Thursday 28th September 2023

Venue: - MS TEAMS

Future Meeting Dates: - To be agreed.

Meeting ended – 12.05

DRAFT