



SAREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: 16th June 2022

Meeting held on MS TEAMS

Present:

Mike Grunwell (Chair)	M.G.	Dumfries and Galloway Council
Caroline Auld	C.A.	Network Rail
Jamie Barr	J.B.	East Renfrewshire Council
Neil Brannock	N.B.	Autolink M6
Sharon Burns	S.B.	Gofibre
Katie Campbell	K.C.	North Ayrshire Council
David Carter	D.Ca.	South Lanarkshire Council
Martin Cochrane	M.C.	Amey / SRP / M8DBFO
Stefeni Cownley	S.C.	ESPUG
Matthew Crossan	M.C.	Dumfries and Galloway Council
Karyn Davidson	K.D.	Vodafone
Jim Forbes	J.F.	CityFibre
Julie Greig	J.G.	SGN
Jason Halliday	J.H.	o.S.R.W.C.
Katrina Hardy	K.Har.	Ineos
David Hearty	D.H.	MBNL-EE/3
Lindsay Henderson	L.H.	o.S.R.W.C.
Lynne Lyle	L.L.	Ayrshire Roads Alliance
Carole McDonald	C.McD.	CityFibre
Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
John McCulloch	J.McC.	Balfour Beatty M77 DBFO
Steven McGill	S.McG.	Energy Assets
Andrew Matheson	A.M.	Virgin Media
Stuart Monk	S.M.	mua
Chris Murray	C.M.	Sky
Valerie Park	V.P.	South Lanarkshire Council
Kat Quane	K.Q.	Transport Scotland
David Ross	D.R.	BEAR Scotland
Wendy Ross	W.R.	Amey
Carine Russell	C.R.	GTC-UK

***Present (continued):**

Stephen Scanlon	S.S	Openreach
Ruth Scott	R.S.	SSE (Telecom)
David Shaw	D.Sh.	Ayrshire Roads Alliance
Allan Stewart	A.S.	Amey
David Thomson	D.T.	SPEN
JJ Van Graan	JJ	Century Link
Brian Wilson	B.W.	Scottish Borders Council

In Attendance: -

George Borthwick	G.B.	Secretary to SW Area RAUC
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Apologies:

David Fleming	D.F.	Turntown
Tanya Fraser	T.F.	Ineos
Barry Hall	B.H.	GTC-UK
Owen Harte	O.H.	Virgin Media
John Henderson	J.H.	Scottish Borders Council
Jock Laidlaw	J.L.	Autolink M6
Stewart MacKenzie	S,MacK.	Balfour Beatty
Graeme Robin	G.R.	North Ayrshire Council

1. Welcome, Attendance and Apologies

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

Apologies were recorded as listed above.

1a. Promoter App Presentation – Iain Ross

L.H. gave a short presentation on the App as follows: -

The location of a site can be found either on the mapping layer or by typing in the location e.g. Street name, LA Reference etc. The map on the screen can be zoomed either in or out in the usual way using two fingers to pinch in or spread out.

Sites will appear on the map as either a Blue Dots (works to start) or a Green Dots (to record clear / close details) These locations can be interrogated for details of the works and the actions required.

Details of the Start time and Closed / Clear Site times can be recorded. Where the site is in an area where there is no signal the details required can be recorded and the information with automatically download to the Register when the device comes back into an area with

sufficient signal. The map layer should be downloaded prior to going into an area with poor contact. Note that the date which will be recorded is that when the phone downloads.

Other facilities include: -

Date of Start Work or Close Work.

Method of working.

A text box for providing additional information

Camera option to photograph the site and other details which can then be attached to the record.

The error correction is dealt with using the Register via the office, so contact is needed with control to have the error reset. It is not anticipated that there will be many errors as the system is simple to use.

The view was that specific training on the App would not be provided as it was not difficult to learn but if there are any queries, they will be answered by the Support Desk or Commissioner's office.

Mandatory recording of the start / stop times within 2 hours is required. The working day 0800 to 1630 allows the time to be recorded the following day up to 0930 if the work is closed / cleared at 1400.

A check on the Register should be made to confirm that the data has been recorded.

The App indicates that a RQP is in place but it cannot be viewed. Although the RQP is held on the Register it can only be accessed and viewed by the owning Organisation. A tick box is available to change from the default of RQP is available.

The change to a two hour start time record was a Ministerial request in the Transport (Scotland) Act 2019. The data on the Register is being used by others e.g. travel planning apps so more accurate data is being requested.

All were reminded that they must check the data from the App has been recorded.

If there appears to be a problem with any of the Apps and the recording of data it should be reported to the Support Desk and if the response does not deal with the problem it should be escalated to I.R.

The App is not part of the Register but is simply a method of feeding and receiving information to the Register.

Any problems should be passed to I.R.

D.S. commented as follows: -

- a. When would the changes be made to the Coordination Code to deal with the Start / Stop times? K.Q. indicated that the review would be carried out but there were not too many changes to be accommodated. A paper would be submitted to the next PDG for consideration.

The Membership of the Coordination Working group needs to be agreed as soon as possible.

This is a Ministerial Code which must be approved. K.Q. is checking what changes are required. For the Stop Start times there are two tables which need to be revised.

- b. The monitoring of the Stop / Start Times would need to consider the public / bank holidays which could have a direct impact on recording details on the Register out with the stated holidays which were set up in the system.

The Committee noted that while the App and Register indicated that a RQP was set up by an Organisation and recorded on the Register the only parties which could read the content were the o.S.R.W.C. and the Organisation responsible for setting it up. If RAUC(S) decided to change this arrangement, that could be done. The content can be made available under an FOI but sensitive information can be redacted.

David Capon has done some work on drafting a RQP for Section 109 holders and very small SUs so there is a basic template for use as a standard document. The main requirements are: -

Is the Contractor approved and competent, holding the relevant qualifications?
Is there a financial agreement to cover the cost of any remedial work required by the R.A.?

The Secretary was asked to circulate the recent paper from David Capon on this matter. **Action – Secretary**

There is an assumption that all users will submit a RQP to some level although they will not all be to the same level. The Commissioner will review the submissions and agree them or indicate where they need to be improved. The soft launch is giving time to allow the RQPs to be submitted approved and introduced.

2. **Approval of the Minutes of the Meeting Held on 23rd February 2022**

a. Accuracy

The minutes of the final meeting of the SW Area RAUC held on 23rd February 2022 on MS TEAMS were approved as read.

b. Action Tracking Summary

The comments on the actions from the previous meeting are contained in the updated Action Tracking Summary with the following additional comments: -

25th May 2021 Item No. 8 and 22nd February 2022 Item No. 2b - Use of 30 /14 Reinstatements

A joint Scottish Water / SGN paper will be submitted to the RAUC(S) meeting on the 29th June and the discussion will be recorded in the minutes which will be circulated to the Area Meetings. The R.As consider that the sites where this material is used must be clearly recorded on the Register. **Action – Closed**

The previous discussion about the use of temporary traffic signals for temporary pedestrian crossings on routes with low traffic volume and footfall will be remitted to the Red Book Review Group.

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

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

- East Renfrewshire is now teamed with the Ayrshires in the revised Local RAUC cluster.
- There had been discussions about the formatting of reports for Sample / Other inspection performance etc. This had been raised by other Areas and the decision was taken that a standard report direct from the Register be developed which would save the work of downloading the data from the Register then creating individual spreadsheets. This was welcomed by the Members. This is being investigated and may need a Change Request, but the view was that this would not be required. M.G. and J.G would discuss this matter.

Action – J.G. / M.G.

4. Matters Arising from RAUC(S) Meeting 2nd March 2022

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

- The trial of Viafix cold reinstatements in Perth and Kinross is ongoing with positive results, A full report on the trial would be needed for circulation to other Areas where the method of reinstatement was requested. S.S. agreed to provide further information to future meetings. **Action – S.S.**
- The Commissioner had given a presentation on his view of the Legislation relating to the use of TTROs and TTRNs. The issue was raised because of comments made about the need for works to be carried out under a closure being classified as Major Works with a three-month Notice. The works may be of short duration even a day or less and not in general meeting the criteria to be classified as Major. In his pragmatic view these works should be minor works carried out under a TTRN.

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

a. Scottish Government Report

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

The revisions to the Legislation raised from the Transport (Scotland) 2019 were progressing and were now about 50% completed.

The legislation dealing with R.Q.Ps and Qualifications is introduced from next April. There will be a short consultation on who requires to be qualified including and accredited on site at any time. The result may be that the current requirements are satisfactory, but the view was that the questions should be asked. All are asked to submit a response from their Organisation. SCOTs, RAUC(S) Jag and other Groupings can submit joint responses. TAG have been asked to make a formal response.

R.A. Qualification legislation will be introduced April 2023.

Soft launches will be used for these introductions.

VAULT will be mandatory from 2023 / 2024.

The Legislation relating to the 6 year guarantee will be introduced in October 2023 with maybe a soft launch.

The introduction of Compliance Notices will require changes to Coordination code & inspection code (AN15 potentially) required. In tandem with this the Commissioner will require to develop his staff to include Inspectors.

The FPNs will be subject to Review.

K.Q. confirmed that the App is not part of the Register. It is just one of the ways which can be used to record data on the Register. The 2 hour period to record the start and finish of works is the only change. The information available affects others e.g. when others can commence their works, disabled requiring access along the route affected by the works and the travelling public planning their journey.

The Red Book is to be reviewed by the DfT. Scottish Representatives have been appointed to the Working Group to raise the needs of the Scottish Community to have them included in the draft which will be issued for comment.

As a result of the Ukraine / Russia conflict the availability of suitable crude oil for bitumen manufacture was reduced. Since then, other sources of crude oil has been found and the bitumen availability is back approaching normal. If there are any issues they should be passed to K.Q.

At present the working arrangements relating to Covid are now generally back to normal but should Covid spike again it may be necessary to reintroduce restrictions.

The NUAR consultation on their proposed VAULT type service for England and Wales has ended but if there is anyone who missed it they can still send comments to NUAR. Populating NUAR will not be required in Scotland as VAULT is used. Organisations working on both sides of the border will have an interest in both systems and would find advantage in commonality in their operation.

b. Performance Dashboard

The Committee received the report as follows: -

Jason Halliday has joined the staff of the o.S.R.W.C. from West Lothian Council appointed to the post of Policy and Quality Manager. Jason's immediate focus will be on RQPs and will be contacting undertakers to discuss their plans for submitting RQPs in advance of the deadline of 31 March 2023.

Dashboard - The SRWC 2021/22 Q4 quarterly dashboard has been issued.

Performance – Change of Process for Reporting

With the new constitution and the RAUC's Area RAUCs meetings being held three

times a year calendar, there is an expectation that the organisational performance information provided at the triannual meetings will not be as focused as previously. The Commissioner has therefore decided to introduce a more specific narrative of operational activity across all sectors. These changes will consider Organisations who are operating at the opposite ends of a compliant performance.

2021/22 Performance Reviews were issued on the 26 May and the rating system adopted is either Well-managed, Satisfactory or Unsatisfactory. Multiple categories of non-compliance or year on year failure will rate an organisation as Unsatisfactory.

The performance by R.As in 2021-22 delivered 11 Well Managed, 16 Satisfactory and 7 Unsatisfactory which were East & South Ayrshire Council, Fife Council, Glasgow City Council, Highland Council, Perth & Kinross Council and Tay Road Bridge Joint Board. It should be noted that 2 authorities have delivered significant improvements during the latter period of the reporting year whilst 4 are required to provide information on their inspection processes.

Performance delivered by S.U.s is cause for concern as over 51% (16 No) of all operating (delivering works) Organisations have delivered an Unsatisfactory performance. 7 of those Organisations have delivered improvements during the latter part of the year. The following Organisations have been asked to contact the Commissioner – Borderlink Broadband Limited, ESP Electricity, Fulcrum Pipeline Limited, Hyperoptic, Indigo Pipelines, Last Mile Electricity Limited, Lothian Broadband, Verizon and Zayo.

4 Organisations have been rated as Well Managed (EE, GTC, Neos Networks & Network Rail) with 11 satisfactory.

All discussions relating to Unsatisfactory performance may result in Organisations being placed on a Commissioner Improvement Plan.

It should be noted that poor performance across back-to-back quarters will trigger intervention by the oSRWC.

Improvement Plans - 7 Organisations (Axione; Energy Asset Pipelines; ES Pipelines & Fulcrum) are currently on plans with all receiving assistance and co-operation to deliver a compliant performance. In addition (CityFibre, Virgin Media and mua (formerly Murphy Gas) 3 are on monthly monitoring with progress being delivered by all three.

Note that the next Improvement plan submissions are due on the 15 July 22.

Noticing Failures

The publication of the Performance reviews in May identified a concern around the Noticing Failure metric for S.U.s which has a 4% target. The S.U. average has increased from 5.8% to 6.7%. The indications are that the new operators working within the Telecom sector appear to be responsible for the increase and more stringent monitoring is to be introduced for those who are non-compliant.

All Organisations should review non-compliant performance and should submit a Report to the enquiries@roadworks.scot e-mail address.

If there are any queries or comments on any of these items, please contact the office at the usual e-mail.

Performance Monitoring

The Commissioner would again like to remind R.As of the process in Chapter 7 of the Inspections Code of Practice which sets out how they should deal with undertaker performance concerns.

The chapter sets out the process for Improvement Plans and the escalation process to be followed.

Research Project – Service Life of Reinstatements.

The research project on Service Life of Reinstatements has now commenced. The first stage is to identify older reinstatements to be visited and assessed by a small group of assessors. Over 250 potential sites have been identified and thanks go to the authorities who have provided historic coring data. Those individuals who volunteered to be part of the assessment team can expect to be contacted soon (if not already) to discuss the process.

SROR Review

The working group is progressing with the review and is now meeting fortnightly. Good progress has been made with a number of key issues worked through. A parallel group is being established to develop new Appendix 9 Trial Procedures to facilitate innovation.

TAG . is providing update paper to the RAUC(S) meetings.

Safety Bulletins are being circulated by RAUCS Secretariat as they arise.

A presentation regarding performance and safety issues was given to CityFibre on 18 May 2022. If any other Organisations would like a similar presentation, please get in touch with the Commissioner's office. Please allow a reasonable amount of notice to allow it to be arranged.

c. Management Report

The Committee received the report as follows: -

Prescribed Fees and Amounts

Invoices for the Prescribed Fees and Amounts 2022/23 were issued on 1 April 2022. As of 30th May 2022, over £519k has been collected from 53 of the 93 Organisations. Payment is due by 1st June 2022.

User Satisfaction Survey

The SRWR User Satisfaction survey is now complete with a total of 245 responses received from a pool of around 2000 users. The response is overall positive from a good mix of R.As and S.U.s at all levels of staff. The findings have been passed to the SRWR Steering Group to consider if any action is required.

d. SRWR Report

Implementation of the SRWC Monitoring of Inspections on SRWR

The implementation of these changes has been delayed.

As from 1st April 2022 the Commissioner expects that the requirement to

- i. record a D/3 or DA3 pass following every defect remediation

- ii. record a D/2 or DA2 within 6 months of the prompted Due Date
- iii. carry out remedial repair within 6 months of reporting.

will be followed correctly in all cases by R,As and S.Us.

A series of changes will be made to the SRWR to enforce the process and report on the performance. These changes will be delivered via three tranches as detailed on the SRWR Aurora News Portal. In summary: -

- Tranche 1 around end of Q1 – ability to clear Cat A without remedial phase.
- Tranche 2 around end of Q2 – clear down of old prompts
- Tranche 3 around end of Q3 – changes to prevent removal of prompts going forwards

New Organisations

There are three new Organisations on the SRWR, namely: -
Broadway Partners Limited (a telecoms company)
Persimmon Homes Limited (a telecoms company)
Moray Offshore Windfarm (West) Limited (an electricity company).

Webinars

Webinar No 9 will be available on Wednesday 22nd June from 1400 to 1500. Details are available on the News Portal.

6, Working Group Reports

Coordination Working Group - Addendum to Appendix b of the Code of Practice for the Co-ordination of Works in Roads

The final draft Advice Note will be submitted to the RAUC(S) meeting on the 29th June for approval to be published.

The Advice Note contains the revised Constitutions for the Area RAUCs, Local RAUCs and other Meetings which were agreed previously and are now in place.

Due to October being a school holiday month a revised meeting calendar will be submitted to the RAUC(S) meeting on the 29th June.

National Coring Programme Working Group

C.McQ. reported as follows: -

- The programme was being carried out as per the old 5 Areas but the results can be edited to the new four areas for the final reports if required.
- The new milestone has commenced which signals the start of the actual coring.
- The SW Area has appointed an interim Area Coordinator.
- The Committee noted that to date: -
 - Trojan appointed in 3 areas
 - Socatec in 1 area

- TayForth has still to appoint a contractor which is causing some concern.
- All R.As should have issued their Appendix As which should not have changed since the sites were agreed. Any changes must be agreed with the S.U.s.
 - Requests have been made by the Contractor for the Appendix A lists issued to them to indicate only the sites they have to core. The lists can either be the shortened list as requested or a full list with the sites previously cored by the S.U.s clearly indicated.

SROR Review Working Group

The group is meeting every two weeks and is still planning to have the Draft completed and issued to RAUC(S) in October. Consultation will be included in the programme. Requests have been made for the draft to be provided with track changes to help Members with their review.

Kevi Skinner is leading a Subgroup which is reviewing Appendix 9 to draft a version which will have improved processes to trial new materials, plant, and methods of working to see more efficient approval being given to their introduction.

With Global Warming being high on the agenda consideration of these topics need to be given a high priority to see a reduction in the carbon footprint.

Inspections Working Group

This Group will need to meet to discuss a review to accommodate changes required by the new legislation This will be raised at the RAUC(S) Meeting at the end of the month. The current membership of the Group will be reviewed.

7. **Health and Safety**

a. List of Plant Protection Systems

The Secretary indicated that this Item would be a standard Item on future Agendas and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

a. Emergency Contact Details

The Secretary indicated that this Item would be a standard Item on future Agendas and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

8. **AOCB**

a. Area RAUC Chairs

All Area Chairs are appointed for the next 4 years with all but EAREA scheduled through to 2040.

b. Changes to the Constitution

There were no issues for discussion.

c. Meeting Dates

Problems had been noted relating to the previously issued 2023 meeting dates. Due to the dates of the meetings, there was a problem providing the RAUC(S) Agenda Setting Meeting with the Area Meeting reports. In addition, October is a school Holiday month and getting full attendance was a problem.

This subject will be discussed at the Agenda Setting Meeting on 15th June and any revised proposal will be submitted to the RAUC(S) meeting at the end of the month.

The meeting dates will be recorded on the RAUC(S) Calendar. All Local Meeting and Working group Chairs are asked to provide the Secretary with their meeting dates to populate the Calendar.

9. Date and Venue of the Next Meeting

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

Next Meeting: – Tuesday 13th October 2022

Venue: - MS TEAMS

Future Meeting Dates – To be advised

Meeting ended – 12.10