



SAREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: 28th September 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
Neil Brannock	N.B.	Autolink M6
Ainsleigh Brown	A.B.	Transport Scotland
Tess Brown	T.B.	SPEN
Sharon Burns	S.B.	GoFibre
Katie Campbell	K.C.	North Ayrshire Council
Michael Casey	M.C.	Royal Mail
Gavin Cook	G.C.	East Renfrew Council
Martin Cochrane	M.C.	Amey
Richard Cullen	R.C.	Ineos
Karyn Davidson	K.D.	Vodafone
Jim Forbes	J.F.	CityFibre
Julie Greig	J.G.	SGN
Jason Halliday	J.H.	o.S.R.W.C.
David Hearty	D.H.	MBNL-EE/3
John Henderson	J.H.	Scottish Borders Council
Matthew Jones	M.J.	Last Mile
Rachel Lilley	R.R.	ESPUG
Lynne Lyle	L.L.	Ayrshire Roads Alliance
Fergus Lucas	F.L.	SGN
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
Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
Andrew Matheson	A.M.	Virgin Media
Graham Milne	G.M.	oSRWC

Present (continued):

Chris Murray	C.M.	Sky
John O'Neill	J.O'N.	Netomnia
Nigel Nichols	N.N.	ESPUG
Valerie Park	V.P.	South Lanarkshire Council
Allan Pryde	A.P.	Openreach
Kat Quane	K.Q.	Transport Scotland
Graeme Robin	G.R.	North Ayrshire Council
David Ross	D.R.	BEAR Scotland
Carine Russell	C.R.	GTC-UK
Evelyn Scott	E.S.	Indigo Pipelines
Ruth Scott	R.S.	Neos Networks
David Shaw	D.Sh.	Ayrshire Roads Alliance
David Thomson	D.T.	SPEN
Marie Weeks	M.W.	SSE

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
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.

2. Approval of the Minutes of the Meeting Held on 1st June 2023

a. Accuracy

The minutes of the SAREA RAUC Meeting held on 1st June 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

There were no major issues to be remitted to this meeting.
There was better attendance at the meeting but there was no SPEN ? Representative.
The meetings will continue on MS TEAMS for the present.

South Lanarkshire Local RAUC – David Carter

The meeting was 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 – John Henderson

The meeting was well attended with the Representatives active in the discussions.
There were no major issues to be remitted to this meeting.

Dumfries and Galloway Local RAUC – Michael Grunwell

Clare McCulloch has replaced Matthew Crossan within the D&G Network Coordination Structure.
The problems with attendance will be addressed before the next meeting.
There were no major issues to be remitted to this meeting.

4. Matters Arising from RAUC(S) Meeting 28th June 2023

The previously circulated draft Minute was taken as read.

There was a good presentation on the new Temporary Traffic Signal systems available from SLR.

M.C. indicated that Amey used the Urban 64 system on a heavily trafficked junction in Glasgow. It proved to be very good with easy modification as the work progressed and able to deal with changing flows.

The plant laid under a Section 109 Notice should be recorded in VAULT by the relevant R.A. The S.U. should advise the R.A. if and when they adopt the section of plant but there may be a period when it is recorded against the two parties. There is a need to review how the recording / adoption process is dealt with.

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

a. Scottish Government Report

The previously circulated papers were taken as read with the following comments on the contents of the report: -

Progress is ongoing on the introduction of the various sections of Transport (Scotland) 2019 Legislation. The batch diagram had not changed since the May meeting but would be revised prior to the RAUC(S) meeting to reflect the changes being introduced from 1st October 2023

Roadworks Reform and Related Legislation

- The major legislative review is nearing completion with compliance notices, officers and VAULT due to be in place by April 2024. The major review of FPNs and the remaining FPN related commencements will take place after the final VAULT legislation and guidance is published.
- VAULT legislation is being introduced in three legislative steps. Broadly it will become a requirement to supply data from 01 April 2024, but with a ‘bedding in period’ and further guidance on the information, required to be in place by October 2024. As the enforcing body and under his general remit, the Commissioner may also set best practice in this area which further supports or supplements the legislation.
- Although at the conclusion of this process, VAULT data will sit equally alongside other ‘plant data gathering’ sources (commercial suppliers, direct access etc.) it is important that the community keep in mind that safe digging techniques will always be required, and that no data gathering service will ever entirely negate the need for onsite safety measures. There are no plans for separate rules on safe digging for Scotland.

Codes of Practice

- The updated SROR fifth addition will come into force on 01 Oct 2023. The Transport Scotland website has also been updated to show final date when the 4th Edition will be applicable and redirects to the Commissioners website for the 5th Edition.
- The Scottish Coordination and Disputes Codes will need an update to include reference to the Commissioners Compliance Officers, including how to respond to a formal (SRWR) issued Compliance Officer Observation. This will be analogous to the HSE’s first stage sanction to ‘ provide information and advice face-to-face or in writing’.

HSE Policy Opportunity

- The Health and Safety Executive are undertaking a policy review on issues relating to vibration (with the aim of reducing Hand Arm Vibration). At this very early stage there is no formal consultation, however it would be very beneficial to the Executive to get a broader understanding of the types of compaction tools currently in use currently. They have produced a short list of tool types and would be interested to hear if your Organisation / supply chain uses them.
- The questions are very generalised and informal – e.g. “HSE believe anti vibration compaction plates (whacker plate with insulated handle) are commonly used and easy to obtain, does this seem accurate”
- If any party is interested in helping, they should contact K.Q., and she will provide a copy of the questionnaire.

b. Performance Dashboard

The Committee received the report from J.Hal as follows: -

Dashboard

The SRWR 2023/24 Q1 quarterly dashboard was issued on the 26 July 2023. The Q2 update will be issued on w/c 23 Oct 2023.

Noticing Failures

The Commissioner remains concerned that R.As and S.U.s are failing to meet the target of 4% for noticing failures. In Q1 R.As averaged 6.2% and S.U.s averaged 8.9%. Little improvement has been achieved since Q1 with R.As recording an average of 6.3% for July and August, whilst S.U.s have averaged 7.8%. The Telecoms sector (9.5%) continues to influence the overall high figure and engagement is continuing with a number of Organisations.

Commissioner Improvement Plans

Currently 4 Organisations, Axione, Lothian Broadband, SGN and SPEN are on plans with all continuing to provide positive improvement and engagement.

Note that the next Improvement plan submissions are due on the 13 October 2023.

Policy and Quality

Compliance Officers

Work is ongoing to develop the Compliance Officer Code of Conduct. It is proposed to present this at RAUC(S).

The job outlines are now being finalised and it is anticipated that the posts will be advertised before Christmas.

dashcam trials to capture sites from moving vehicles has now been completed. The trial captured information on works in 5 council areas. It is considered that this approach offers an efficient and effective way to collect information.

c. **Management Report**

Works on Structures

The Commissioner carried out an investigation into an incident in January, where a structure on Shandon Place, Edinburgh was damaged during CityFibre duct installation works. This found failings in communication between CityFibre (or their representative) and the bridge owner prior to works taking place. It is a requirement of NRSWA Section 147 that undertakers consult the bridge (structure) owner prior to the issue of the Section 114 Notice (notice of starting date of works). This gives bridge owners the opportunity to consider the proposed works, place any necessary conditions and monitor works to ensure safety and maintain the structural integrity of the bridge.

The Commissioner is concerned that failure to consult with bridge owners may be more widespread than this one incident and would like to remind undertakers of their duties in this regard.

The current Coordination CoP does not cover such scenarios in detail, as such the Working

Group has been asked to consider drafting this within the next version.

Integrated Impact Assessments:

The Commissioner has been developing an Integrated Impact Assessment process. This considers the impacts that policies and other strategic decisions can have on Equality, Fairer Scotland Duty, Environment, Data Protection, and Child Rights and Wellbeing. It is proposed that an Integrated Impact Assessment will be carried out on any revisions to Codes of Practice, Advice Notes and Commissioner Guidance, prior to these being published on the Commissioner's website.

Safety / Technical Standards

National Coring Programme

The Commissioner has contacted S.U.s with 10 or more cores who achieved less than the 85% pass rate.

Research Project – Service Life of Reinstatements.

The research project on Service Life of Reinstatements is now complete and has been published on the Transport Scotland website. There will be a presentation at the Road Expo on Tuesday 28 November 2023.

ci. Commissioner Review of RAUC(S) Advice Notes

The previously circulated paper was taken as read. Any queries or comments on the content of the paper should be sent to enquiries@roadworks.scot

d SRWR Report

SROR Webinar

There will be a webinar on 2nd November regarding the changes introduced in the new SROR Ver 5.

Safety at Street Works and Road Works Code of Practice Review

The review has now started with Scottish Representatives from the road works community involved.

Safety bulletins are still being sent out by the RAUC(S) Secretariat as and when they are available.

J.H. indicated that Scottish Borders were having a problem with VAULT but have not received a letter. J.Hal. will follow this up.

/ J.H.

Action – J.Hal

J.G. commented on the Potential FPN report on the Commissioners dashboard. FPNs had been raised by R.As for overruns which was not valid. A request was sent out to have them

cancelled. J.G. had informed the Commissioner's Office about this miss count and had asked for the report to be corrected as it was visible to public scrutiny.

The correction had apparently not been made which was unsatisfactory.

Once these corrections were made it reduced the count by 30% which was not insignificant.

J.G. asked R.As to cancel FPNs promptly once the error was agreed and in addition the required corrections should be made to the Dashboard when errors are pointed out.

Management & Operation of SRWR

G.M. reported as follows: -

SRWR Procurement

The current contract for the provision of the SRWR has been extended to end on 31 March 2025.

The procurement exercise to replace the contract for the SRWR service has been commenced. The service requirement will be broadly like the service tendered in 2016 but will include additions brought in by changes to legislation.

Fiona McInnes is representing Community stakeholders on the Procurement Project Board and the Evaluation Team. A volunteer is required for the Evaluation Team, preferably a R.A. member of the Systems Assurance Team or someone with equivalent knowledge and experience. If you are interested (or know someone who is) please contact Iain Ross.

SRWR Terms of use

The terms of use of the SRWR are being revised, to better describe how Organisations and their contractors can access the SRWR, what data about you and your users is held by the oSRWC, and what this data is used for.

This will include clauses which describe issues relating to account /password sharing. All should note that this is not permitted, and that Administrators are responsible for ensuring only authorised users are granted access to the register.

We plan to roll out the update on 1 October 2023.

An email with a link to the new terms has been circulated to all Primary and Secondary Contacts held by the Commissioner in each Organisation. Any concerns with the proposed changes should be forwarded to the enquiries@roadworks.scot mailbox.

The Commissioner would like to remind all users that their login details should not be shared and each individual user 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.

Dial before you Dig Service

Following a complaint from a user of the Dial before you Dig service, who didn't receive a single response to a request, the Commissioner intends to undertake a review of the quality of the responses sent by R.As and S.U.s.

It has also been suggested at the SRWR Steering Group that a list of contact numbers be collated that can be shared with users of the service if and when they need to chase a response from a particular Organisation. The Commissioner would like to hear your views on this.

New Organisations on SRWR

There are no new Organisations who have been granted access to the SRWR since the last meeting.

Concept Solutions People has changed its name to Glide Fibre Ltd.

RAUC(S) Website

The RAUC(S) website has been updated to reflect the changes to the constitution. George Borthwick now has access to upload the relevant details and papers for each Area and Local RAUC meetings.

The Commissioner would like to remind all Chairs and Secretaries that details of their meetings, including minutes should be passed to the George Borthwick for publishing on this site.

M.G. Indicated that they were working on ensuring that sample inspection details were updated.

J.G. raised the issue of a Contractor working for more than one S.U. with access to the Register. The input of Notices being opened and closed could be recorded against the wrong S.U. simply by operator error.

The Commissioner's Office was aware of this problem and was looking for a solution.

F.McI. indicated that there was a problem of using specific email addresses as a solution as this was likely to be out with the rules of using the Register or S.U.s internal I.T. operating rules.

6, **Working Group Reports**

Coordination Working Group

The Group meets monthly and were working through the list of changes submitted by K.Q. The review of Section 3.11.3. dealing with TTROs and TTRNs has been completed to match legislation.

On completion of the K.Q. List the reviews will commence on the recommendations from J.Hal. and any other issues raised by the Community.

The next meeting will be held on 3rd October.

Inspections Working Group

The Group met yesterday and continued the discussion on the use of a risk based matrix to deal with reporting defects. The project is likely to be put on hold for the present pending the R.A. Community introducing the system for their own road defects.

D.S. was thanked for his input on changing from a 5 to a 3 tier matrix.

The introduction of the 6-year guarantee requires changes to be made to the Register and the App and the Code will be reviewed to ensure it matches the legislation.

The Committee noted that the guarantee on modular surfaces remains at 2 years.

SROR Working Group

Matthew Crossan has moved to a new post within Dumfries and Galloway but will continue to assist the Group when required.

The Draft Appendix 9 is now out for consultation with a closing date of 20th October 2023. All were asked to review and respond with their comments.

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

D.S. reported on the progress of the 22 / 23 programme as follows: -

The draft was submitted to the June RAUC(S) meeting where a small number of revisions was requested.

The S.U.s with less than 10 cores in their sample had been removed from the schedule.

The final version is now with the RAUC(S) Co-Chairs to be signed off for publication.

The overall result shows a 90% pass achieved across the Community.

The recommendation is that a further programme should be progressed with all R.As taking part.

This would include Angus, Orkney Islands and Shetland Islands Councils which did not provide input to this programme.

The next programme would be 24/25.

7. **Health and Safety**

Safety Bulletins are being circulated by the Secretariat when they are available, but the Community is asked to provide more bulletins and reports from their Organisation. There may be reports on events which will prevent the problem being repeated.

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**

G.M. will provide an up-to-date list of S.U.s working in each Area. **Action – Completed**

8. **AOCB**

a. **Meeting Dates**

The draft meeting dates for 2024 were circulated. The dates mirrored those used in 2023 so it is not anticipated there will be any problems with the proposal.

b. **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**

c. **Ayr Town Centre – Emergency Road Closure**

L.L. indicated that following a major fire in the Station Hotel several emergency road closures and diversions had been put in place. There is no indication on how long it will take to return the network to normal and L.L. will contact the S.U.s who have works planned for the affected area.

Action – L.L.

d. Meeting Formats 2024

The Committee considered the possible return of face-to-face meetings in 2024. The proposal was to hold at least one round of meetings per year face to face with the other two rounds remaining on MS TEAMS.

The meetings format is currently out for consultation ending on 20th October. All were asked to complete the online Questionnaire as soon as possible. The indications are that one set of meetings per year (possibly June) will be face to face which would give new members an opportunity to meet others.

There are venues in Edinburgh which can accommodate hybrid meetings.

J.F. suggested that it was good for the Community to meet face to face when work related and social discussion between Representatives can be had pre and after the meetings.

e. Scottish Borders Meeting Attendees

J.H. indicated that Brian Wilson was still off sick, and he was making alternative arrangements to cover Brian's post. He would inform the Community of Brian's temporary replacement at Area / Local Meetings.

The Chair asked J.H. to pass on the Committee's kind wishes.

J.G. informed the meeting that Julie Carnell (Fife Council) was temporarily filling in for Brian on the Inspections Working Group.

9. Date and Venue of the Next Meeting

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

Next Meeting: – Thursday 1st February 2024

Venue: - MS TEAMS

Future Meeting Dates: - Thursday 30th May 2024
Thursday 26th September 2024

Meeting ended – 11.50