



Notes of Meeting

Meeting **Roads Authorities and Utilities Committee (Scotland)**

Place of **Meeting held on MS TEAMS**

Date: **Wednesday 2nd September 2020**

Present: -

Martin Polland (R.A. Co-Chair)		M.P.	Transport Scotland
Jim Forbes (S.U. Co-Chair)		J.F.	CityFibre
Kevin Abercrombie	K.A.	Aberdeen City Council	
David Armitage	D.J.A.	Aberdeenshire Council	
Caroline Auld	C.A.	Network Rail	
David Capon	D.C.	JAG UK	
Angus Carmichael	A.C.	Scottish Road Works Commissioner	
David Carter	D.C.	South Lanarkshire Council	
Gerry Cullen	G.C.	Traffic Scotland	
Karyn Davidson	K.D.	Vodafone	
Tommy Deans	T.D.	BEAR Scotland	
Stephen Finch	S.F.	Openreach	
Darren Grant	D.G.	SSEN	
Jane Dunlop	J.D.	O.S.R.W.C.	
Clare Gordon	C.G.		
Julie Greig	J.G.	SGN	
Kevin Hamilton	K.H.	Glasgow City Council	
David Hearty	D.H.	MBNL-EE/3	
Alan Heatley	A.H.	Midlothian Council	
John Henderson	J.H.	Scottish Borders Council	
Ewan Hogg	E.H.	Falkirk Council	
Liz Jack	L.J.	Transport Scotland	
Rob James	R.J.	Network Rail	
Ian Jones	I.J.	Fife Council	
Fiona McInnes	F.McI.	Scottish Water	
Craig McQueen	C.McQ.	Scottish Water	
Andrew Matheson	A.M.	Virgin Media	
Robin Pope	R.P.	Highland Council	
Kat Quane	K.Q.	Transport Scotland	
Alex Rae	A.R.	SGN	
Iain Ross	I.R.	O.S.R.W.C.	
Stephen Scanlon	S.S.	Openreach	
Ruth Scott	R.S.	SSE Telecom	
David Shaw	D.S.	Ayrshire Roads Alliance	
Kevin Skinner	K.S.	Scottish Water	
Elaine Stewart	E.S.	Scottish Power Energy Networks	
Scott Walker	S.W.	Clackmannanshire Council	

In Attendance: -

George Borthwick	G.B.	RAUC(S) Secretary
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Apologies: -

Gavin Cook	G.C.	East Renfrewshire Council
Jason Halliday	J.H.	West Lothian Council
Stuart Harding	S.H.	City of Edinburgh Council
Owen Harte	O.H.	Virgin Media

1. Introduction and Apologies

Jim Forbes welcomed everyone to the Meeting.

The apologies were noted as above.

J.F. on behalf of the RAUCS Community thanked the Commissioner for all his input over the five years in the post and prior to that as a member and Co-Chair of RAUC(S).

Angus thanked Jim for his kind wishes and commented that it had been a privilege to work with the Community and see the continuing improvement in the performance on road works over the period. He hoped that the relationship built up between the Office and the Community would continue to grow and wished all well.

a. Safety Contact – Elaine Stewart (SPEN)

The cause of cable strikes can be in the main be categorised as follows: -

Do It Yourself activities (increased numbers this year during lockdown)
Road Works
Agriculture

There were 1168 incidents in 2019 and there have been 520 so far this year.

Be careful and note the guidance in HSG 47.

Record drawings are available and failing that cable tracing tools should be used, and the location of the plant marked on the surface. Safe digging can then be used to locate the level of the cable.

Even if a cable is found and thought to be dead you should have it checked before proceeding.

If a cable is damaged it should in the UK be reported to 105.

Overhead cables are a danger to plant and tractors etc. It should also be noted that a jet of water contacting with an overhead can act as a conductor.

Modern agricultural plant often operate on autopilot controlled by GPS systems. In these circumstances the operator must note cable poles and manually override the system to avoid poles and pylons.

Where a tractor comes in contact with a conductor the driver should remain in the cab until notified that the electricity has been turned off.

The contact was completed with the following instructions: -

No one wants to see incidents happen, and SPEN believe that by improving our **Situational Awareness**, and applying the **SLAM** technique before commencing any works, we can prevent incidents from happening.

- **STOP** – Engage your mind before your hands or feet. Be conscious of your surroundings as well as the task in hand
- **LOOK** at your workplace for hazards
- **ASSESS** the effect that those hazards could have on you and your colleagues
- **MANAGE** those hazards by taking immediate corrective action or by stopping the work if you feel it is unsafe

Never become complacent, take time when carrying out your risk assessment

J.F. thanked Elaine for her presentation and asked her if possible, to pass her slides to the Secretary for circulation to the Community. **Action – E.S. / Secretary**

Post meeting Note – The slides were circulated

2. Minutes of Meeting of 24th June 2020

a. Accuracy

The Minutes of the previous meeting held on 24th June 2020 were agreed as read.

b. Matters Arising / Action Tracking Summary

The Action Tracking Summary had not been circulated with the meeting papers so no comments were made.

3. Presentation – No Presentation

4. RAUC(s) Working Group Reports

a. National Coring Programme

The Committee noted that: -

- The final report was approved and posted on the Commissioner's web site along with the press release.
- The overall result was a 88% pass on 1666 cores which was up 6% on the final result in the previous programme.
- The main fail mechanism was layer depth.
- Matching the data on the Appendices and the Register had taken longer than it should when collating the results.
- All R.As except the Orkney and Shetland Islands Councils took part in the programme.
- 14 Utilities had sites cored.
- The Group will meet to review the programme and the Advice Note to consider actions which need to be taken if another programme should be commenced which is likely to be the recommendation.
- Advice Note No.3 will be reviewed and a section dealing with local / internal coring added.
- This will be an Agenda Item in the future to agree the way forward. **Action – Secretary**
- C.McQ. thanked Ian Jones and all who had been involved in the programme.

I.J. commented that the performances had to be evaluated to see who was doing well and who was not and decide what lessons can be learnt. There needs to be a decision on how to take the results forward and consider if and when another programme is planned.

The recommendation was made that should there be another programme, one contract should be placed to cover the whole area with all R.As signing up to that arrangement. A lot depends on when the Quality Plans will be introduced.

The Scottish Water coring process appears to work well, and it should probably be adopted for the Quality Plans.

A query was raised on why if the reports were prepared by UCAS labs some results were questioned and changed. There was a view that in discussion between the R.As and S.U.s factors could be considered that would overturn the result submitted by the Coring Contractor. This was not unreasonable. The two sets of results for a site where changes are made should be kept and a note on why the change was made.

A.R. was of the view that an Organisation should be able to train their Operatives to carry out the coring to a standard that would be acceptable to the R.As and not necessarily to a Q.A. level. The SROR requires Q.A. to be in place for the coring.

Consideration needs to be given to R.As carrying out coring on their reinstatements and if that was to a different specification it should be agreed.

All Organisations should want to know that they are getting what they have paid for.

b. Advice Note No. 8 – Temporary Traffic Signals Review

The Committee noted that: -

- The Working Group will meet again on the 17th September.
- Progress has been slower than was planned due to working online.
- Outline flowcharts will have been drafted and will be discussed.
- The Group hope to be able to circulate a draft to the next cycle of Area Meetings prior to submission to the December RAUC(S) meeting for approval. **Action – E.S. / Secretary**

c. Working Group Recruitment

The updated Schedule had been circulated to this meeting.

The Secretary was asked to update the schedule based on the discussions. **Action – Secretary**

The R.A. Representatives to the SROR are John Bruce (Aberdeenshire), Kevin O'Donnell (West Lothian) and Colin Heggie (Perth and Kinross). In addition change to Darren Grant.

SAT - Revise Clare Gordon to Argyll and Bute Council WoS Area. Otherwise Representation is fully provided.

Quality Plans - There are now 5 S.U. representatives and 3 R.A. Representatives on the Quality Plan Group. If 1 or 2 more R.A representatives are required a request will be made again to the R.As. The S.U.s have been meeting and their view is that the R.As now need to get on board with their plans and input. The topic of the Quality Plans will be considered at the P.D.G. at their next meeting.

J.F. repeated the request for the R.A representatives on the Q.P Group to meet and join in the discussions with the S.U.s.

This group needs to be available and ready to deal with any input required by the Commissioner.

Coring – Full membership.

SRWR Steering Group - Full membership.

Gazetteer Group - Full membership.

A.N. 8 - Full membership.

5. Area RAUC(s) Action Reports

a. NoSRAUC Area

T.D. provided the following report: -

- The attendance at meetings was equal to that at the face to face meetings pre lockdown and were working well with input requested from all Representatives.
- Safety was a feature of discussion with consideration being given to the requirements of Covid 19.
- Programmes were now getting back on course. Some R.As had commenced Surface Dressing. With only 9 months left to complete programmes all Organisations needed to work together with coordination essential.
- Thanks, were recorded to Craig McQueen, Ian Jones and all involved in the Coring programme.
- Thanks also to K.Q, for the quick response to the Covid Spike in Aberdeen.
- Thanks were recorded to the Commissioner and good wishes for his retirement.
- The next meeting will be held on 4th November with Darren Grant (SSEN) taking over as Chair for the next two years

b. South East Area RAUC

The previously circulated report was taken as read with the following comments from F.McI.: -

- The meeting was well attended. There was no representatives from City of Edinburgh.
- Work programmes were noted as getting back to normal.

c. South West Area RAUC

The previously circulated report was taken as read with the following comments from A.R.: -

- The attendance was good.
- Thanks to the Coring team for their work over the period of the programme and the regular updates provided to the Area meetings. It was good to see that continuing improvement was being made.
- K.Q. reported on the Covid 19 precautions and the delay to the commencement of the Transport (Scotland) Act.
- Noted the 21 responses to the request for input to the SROR review. All should be involved in any future request for input.
- The Register was noted to be up and running with some teething problems.

- Scottish Water and North Lanarkshire will meet to discuss reinstatements round ironwork in roads with imprint.
- Thanks were recorded to the Commissioner.

d. TayForth Area RAUC

S.W. reported that discussions were generally all as above.

e. WOS Area RAUC

SS. reported as follows: -

- A number of the R.As had problems linking in to MS TEAMS.
- Amey has taken over the SW Trunk Road Contract from Scotland Transerv and Fiona Kelly is the WoS Area Representative.
- The Coring result for the WOS Area was 90% pass.
- The Local RAUC Meetings are being planned for the August to November quarter.
- The Inspections were now being carried out as required.

Jim Forbes thanked all Organisations that had responded to his questionnaire on Inspections. Generally most inspections are being carried out and S.U.s are able to meet for joint inspections.

Local RAUCS are not all meeting yet. If the R.As have difficulty providing MS TEAM meetings the S.U.s would be able to provide the required organisation to run the meeting. Local RAUC Meetings are needed at this time to ensure programmes are discussed and coordinated.

6. RAUC(s) Business

a. Safety – Issues for Consideration

The circulation of safety bulletins was now a regular event and they were providing valuable training materials for toolbox talks. All should share alerts from their own Organisations. T.D. was thanked for driving safety at meetings.

E.S. was thanked for the Safety Contact and volunteers would be welcomed to provide Safety Contacts to future meetings. **Action - All**

C.B. thanked all who had responded to the Geometric Survey. 50 to 60 had submitted information. The data would now be analysed and information issued early in October.

7. HAUC (UK) and Associated Subgroup Report

a. Report

C.B. indicated that meetings of the various HAUC Committees had been suspended due to Covid 19 but virtual meetings were now being arranged and the business would be progressed.

The HAUC UK Conference will be held on 21st May 2021 unless Covid 19 prevents it happening. The Sponsors and Product Stand Display Providers have all remained on the list in place for the 2020 Conference. The venue is very Covid safe. Geoplace will manage the event. The list of themes for consideration will be published in due course.

HAUC App – The App is on a beta format and the development still has a way to go. It has been designed to be used north and south of the Border and depending on which side it is being used it will use the correct Legislation, Codes and Advice Notes.

The current phase of development is focussed on safety and it is hoped it will be available in October.

Phase 2 will deal with SROH / SROR.

HAUC Training and Accreditation has been rolled out but is not yet available online in all areas. There is a need to consider what skills are required and input from the Skills Council is being used. The facility will be online in March 2021

The HAUC UK web Site will be on the same platform as the App and will be rolled out in December 2020.

A Joint Vision for the Sector to 2025 will be issued later in the Autumn with a common view on the way forward.

On behalf of HAUC UK the Commissioner was thanked for his input to the industry over the last five years and he was wished a long and happy retirement.

The Coordination Code was issued on 4th September for guidance.

The Inspections Code is to be reviewed looking at defects and charges and the administration issues.

The Red Book is to be reviewed including requirements for active travel plans for pedestrians and cyclists.

8. Standing Reports

ai. The Scottish Road Works Commissioner's Report

J.D. comment as follow: -

- There had been no recent Covid bulletins issued but should any be required they would be posted on the Web Site and circulated to the prime contacts. If anyone had not been receiving the bulletins and wished to have them forwarded to them, they should contact the O.S.R.W.C.
- The Performance Reviews had now been issued to the R.As and S.U.s. The Commissioner was pleased to note that there were fewer Organisations being asked for more information this year which confirmed the improving performance throughout the Community.
- The Commissioner has issued penalties totaling £94,000 to six utility Organisations for failing to comply with their statutory obligations when placing cables and pipes in roads. The Organisations are Openreach; Virgin Media; Last Mile Asset Management; ES Pipelines; Network Rail and GTC.
- The Commissioner thanked the 21 Organisations who had responded to his request for input to the SROR review. Their information is being collated and used in the review. A base skeleton will be discussed at the next P.D.G. and updates will be provided via the RAUC(S) meetings.
- All Organisations currently under review have submitted their Q1 2020/21 plans and the O.S.R.W.C. has commenced performance review meetings. Although it is expected that all these meetings will be concluded before the end of September, Covid – 19 influences would suggest that decisions on removal will not be concluded until November 2020.
- The Commissioner has noted that a number of R.As have already exceeded their agreed Inspection Samples for the year. The reporting facility on the Register is being reviewed in

order to provide a better data source for the Community and the Commissioner on the numbers of Inspections being carried out.

The Sample numbers on the old version had not migrated to the new Register which had calculated new allocations and was apparently still doing a recalculation. This had been picked up and was being dealt with. All should input their agreed samples data as it had been agreed,

- Inspections on some Private Roads have been recorded on the Register and charged to the S.U.s. While the R.A. can carry out the inspections and record them on the Register, they cannot recharge them to the S.U.s.

iii. Performance (Dashboard)

The Previously circulated Report was taken as read with the following comment: -

- All Organisations with red categorised performance should send in their comments to the Commissioner's Office.

b. Policy Development Group

K.Q. updated the meeting as follows: -

The number of Covid 19 cases was falling but spikes were still a problem which are leading to local lockdowns.

As before, any Covid 19 guidance will be issued via the Commissioner's office. The SG approach to local lockdowns is informed by data from track and trace and should construction / road works become a source of a spike, information will be passed to the community as it has been done to date, i.e. jointly through the SRWC / oSRWC.

Generic guidance has been issued on the Scottish Government web site for dealing with employees who have been shielding.

The Committee noted that Nitrile, Vinyl and Nitrile/vinyl hybrid gloves which are EN455 and EN1186 certified were all acceptable as PPE.

KQ reminded members to check that their Organisation are adhering to the guidance on car / vehicle sharing including works vehicles. As part of any risk assessment Scottish Government would like to encourage organisations to look at alternatives to car sharing in the first instance, and ways of reducing / mitigating risk where sharing is unavoidable. This includes groups using vehicles for breaks / lunches.

Action - All

Details of Covid 19 case numbers can be found on the Scottish Government web site.

The Transport (Scotland) Act 2019 is still delayed (possible commencement April 2021) but will be progressed as soon as possible. The delay was caused by Covid 19, and other events e.g. Brexit, Elections and the summer recess will not help progress.

K.Q. thanked the Commissioner for his help and input to the Community over the last 5 years.

K.Q. informed the Committee that Kevin Hamilton from Glasgow City Council had been appointed to the post of Scottish Road Works Commissioner.

Community Heating is being considered as part of new Legislation being progressed through the Scottish Parliament. As part of the process Road Works and Planning would need to be accommodated.

c. Management and Operation of the S.R.W.R.

ci) Quarterly Management Report (Includes Vault Update Report and Gazetteer Update Report)

The previously circulated reports including the SRWR Bulletin were taken as read with the following comments: -

- The new version of the Register went live on 13th June and while it had teething problems it was considered to be a big improvement on the old system. There is a problem with data / report extraction which is being addressed through the SRWR Steering Group.
- If there are any problems or if guidance is needed, contact should be made with the Support Desk. If there is a delay or the answer does not appear to be correct, then it should be passed to I.R. who will investigate it. He may decide that the resolution provided was correct. The solution may require a Change Request which should be sent in and will be dealt with as before.
- There appeared to be tasks requested from the Secretary which were not in his remit and should be dealt with via the Co-Chairs or the Commissioner's office.

The Secretary indicated that he was happy to assist members of the Community with RAUC(S) issues and would pass them on if he considered they were beyond his remit or he did not have the time to accommodate them.

cii) Vault Update

The previously circulated report was taken as read. All Organisations should ensure they are keeping their data up to date.

ciii) Gazetteer Update

The previously circulated report was taken as read. All Organisations should ensure they are keeping their data up to date.

civ) Gazetteer Highlight Report

There were no issues raised under this Item.

9. A.O.C.B.

a. NoSRAUC Chair

Tommy Deans had now moved to the SE Area Trunk Road Contract which was now being operated by BEAR Scotland. This has occurred at the same time as the Change of Chair for NoSRAUC which has now been taken over by Darren Grant (SSEN).

Thanks were recorded to Tommy for his input as Chair to NoSRAUC and for bringing safety to the fore in discussions.

b. Retirement of the Commissioner

J.F. on behalf of the Community thanked Angus for all his input to the Community and wished him a long and happy retirement.

Angus thanked the Community for the kind wishes. He indicated that Jane and the staff would continue the work of the Office pending the arrival of Kevin to the post.

Kevin commented that he was looking forward to taking over from Angus and hoped to progress the programme of continued improvement.

c. Fees and Amounts Regulations

The Scottish Government consultation on the Fees and Amounts for 2021 / 22 will be circulated soon. All should note and respond with comments.

d. Heating Committee Submission

D.J.A. informed the meeting that he had been called to provide oral evidence to the Heating Committee for the Bill which was being progressed. This was a follow up to a written response he had submitted on behalf of SCOTS.

It was good to have the opportunity to provide input to the Bill. It would only be possible to have one system in the road due to the space occupied.

10. Dates of Next Meetings:

AGENDA MEETING

RAUC(s) Meeting

Wednesday 18th November 2020

Wednesday 2nd December 2020

The Venues for the two meetings will be MS TEAMS.

Future Meeting Dates: - (Provisional Venues)

**RAUC(s) Agenda
Setting Meetings (Venue MS TEAMS)**

**RAUC(S)
Meetings (Venue MS Teams)**

To be agreed

The meeting Closed at 13.00