



**WEST of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES
COMMITTEE**

**Minutes of the
QUARTERLY MEETING**

Date: 23rd November 2021

Meeting held on MS TEAMS

Present:

Stephen Scanlon (Chair)	S.S.	Openreach
David Allen	D.A.	Amey (Southwest)
Caroline Auld	C.A.	Network Rail
Jamie Barr	J.B.	East Renfrewshire Council
Kevin Burns	K.B.	Inverclyde Council
Clare Callaghan	C.C.	Scottish Water
Joao Carmo	J.C.	SPEN
Stefeni Cownley	S.C.	ESPUG
Alan Crozier	A.Cr.	Energy Assets
Jillian Donaldson	J.D.	Renfrewshire Council
Jim Forbes	J.F.	CityFibre
Claire Gardiner	C.G.	Transport Scotland T.S.
Darren Grant	D.G.	SSEN
Julie Greig	J.G.	SGN
Barry Hall	B.H.	GTC
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
Frederick Hart	F.H.	Argyll and Bute Council
Owen Harte	O.H.	Virgin Media
David Hearty	D.H.	MBNL-EE/3
Liz Jack	L.J.	Scottish Government (TS / SG)
Claire Kirkpatrick	C.K.	West Dunbartonshire Council
Craig McQueen	C.McQ.	Scottish Water
Christopher Murray	C.M.	Sky
Ronald Murray	R.M.	Petroineos
William Park	W.P.	BEAR Scotland N.W.
Katrina Quane	K.Q.	Scottish Government (TS / SG)
Alex Rae	A.R.	SGN
Iain Ross	I.R.	O.S.R.W.C.
Ruth Scott	R.S.	SSE Telecom
Lewis Stacey	L.C.	abs Streetworks / LastMile
Callum Stewart	C.S.	Glasgow City Council
Scott Sutherland	S.S.	Amey / M8 DBFO
Peter Walton	P.W.	Lumen

Present (continued):

Craig Wilson C.W. Last Mile

In Attendance:

George Borthwick G.E.B. Secretary to RAUC(S)

Apologies:

Lesley Craig	L.C.	Renfrewshire Council
Gerry Cullen	G.C.	Transport Scotland T.S.
Karyn Davidson	K.D.	Vodafone
Mike Gray	M.G.	Bear Scotland N.W.
Lindsay Henderson	L.H.	O.S.R.W.C.
James Igoe	J.I.	Verizon
Carole McDonald	C.McD.	CityFibre
Fiona McInnes	F.McI.	Scottish Water
Graeme McLaren	G.McL.	Renfrewshire Council
Andrew Matheson	A.M.	Virgin Media
Graham Milne	G.M.	O.S.R.W.C.
Craig Muir	C.Mu.	SSEN
Clare O'Brien	C.O'B.	Argyll and Bute Council
Allan Stewart	A.S.	Amey / M8 DBFO
Elaine Stewart	E.S.	SPEN
Alistair Wales	A.W.	Verizon

1. Welcome, Attendance and Apologies

Stephen Scanlon welcomed all to the West of Scotland Area RAUC meeting which was being held on MS TEAMS.

Apologies were recorded as listed above.

2. Approval of the Minutes of the Meeting Held on 24th August 2021

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 24th August 2021 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.

3. National Coring Programme

C.McQ. reported as follows: -

- The Group had been meeting monthly.
- The review of the Advice Note No. 3 was completed, and the final draft has been circulated. It is not anticipated that there will be any comments which will prevent it from being approved at the RAUC(S) Meeting on 1st December 21.
- The contact details of all S.U. and R.A. Coring Programme Contacts should be passed to Lindsay Hamilton at the Commissioner's Office.
- The Working Group had met with the Lead Authority Representatives to discuss the commencement of the programme including the Coring Contractor appointment.
- CityFibre tracks are generally too narrow to be cored under the current contract so will not be eligible for the programme. Discussions will be ongoing to find a way of coring the tracks compatible with coring normal tracks for future monitoring.

4. Matters Arising from RAUC(S) Meeting 1st September 2021

The previously circulated Minutes of the meeting were taken as read with the following comments: -

- Jamie Rodden (Glasgow City Council) provided a presentation on the arrangements for traffic management prior to and during the COP 26 event. It was very informative and was well received. All related closures and embargoes had now been removed.
- Andrew Robinson (Transport Scotland) provided a presentation on the Delivery of EV Charging Infrastructure in Scotland. Electric Vehicles Charging facilities are needed to accommodate the growing numbers of E.Vs coming onto the road. The slides from the presentation had been circulated.
- Jerry McConkey provided a presentation on the HAUC UK App which is set up to provide Legislation, Codes and Advice Notes for Scotland as well as England. All should have a look at the content which has been found to be very useful by the current users
- The meeting had noted that Access Forms for works on the Trunk Roads would be completed on a voluntary basis and not as a requirement to be completed to allow access for works to proceed.
- The Constitutions for RAUC(S) and the Areas are now approved for introduction from the 1st April 22. Arrangements will be needed for the appointment of the Chairs and Co-Chairs for the 4 new Areas and the administration including the preparation of membership lists.
- CityFibre has provided a Representative for the Gazetteer Group to provide S.U. input.
- It was noted that the meetings are likely to continue on MS TEAMS for the present but at least one face to face meeting per year is possible with online facilities provided.
- The HAUC UK Conference will be held on 18th May 2022.
- The Diversionary Code is being reviewed and the hope is that it will be a UK National Code. All Organisations are asked to review the previously circulated copy of the existing Code and pass comments to David Armitage (Aberdeenshire Council). The RAUC(S) Representative may not be the person who would deal with the code requirements (probably the Design / Planning Team) so the request should be passed to the relevant Section.
- The decision was taken that emails can be sent to Representatives with their addresses shown in future as long as it is the business address.

i. Advice Note No. 22 - The Use of S109 of the New Roads and Street Works Act 1991 - Revision

The previously circulated papers were taken as read with the following comments: -

- The previous draft version of the Advice Note No. 22 which was circulated requires a small addition to refer to Section No. 109. The recommendation will be to approve the Advice Note at the RAUC(S) December meeting.
- There is a requirement to add a reference to indicate the need for Section 109 Applicants to have a Quality Plan and discussions on this topic are ongoing.

ii RAUC(S) Constitution

The Constitutions have been approved at RAUC(S) and the arrangements now have to be progressed. Three draft Agendas have been circulated for development.

iii. Quality Plans

The Draft Quality Plans were approved, and all Organisations should now be considering how they will be developed.

a. RAUC(S) Working Group Recruitment

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

- A WoS Area R.A. Representative is still required for the Coordination Working Group.
Action – R.As

b. Scottish Government Update

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

COVID-19 Update

- The general policy position on road works/construction remains unchanged since the previous meeting i.e. in Scotland, home working is still being encouraged where possible, e.g. for office staff. [Guidance](#) has been published which encourages employers to facilitate flexible working practices. This may mean more of a hybrid approach to work, allowing both home and office-based working
- While in Scotland there has been a plateau and subsequent decline in COVID-19 cases, transmission, and hospitalization. These levels still remain too high, and we can expect a challenging winter ahead.
- A short video Living Safe for Us All will be circulated. **Action - Secretary**

Transport (Scotland) Act 2019

- The schedule issued to previous meetings has not changed.

- Items which are being progressed in November 2021:
 - SRWC increased penalties will commence legally in November 21. This will require a small update to the Penalties Code of Practice to replace £50k with £100k. This code will require a more substantial update following the introduction of Compliance Notices. The RAUC(S) Co-Chairs should consider if updating this Code is done now, or at that time. All should note that the Penalty is set by the legislation and even if the Code is not updated at this time, it will not have any bearing on the value of the Penalty issued.
 - ‘Red Book’ compliance for R.As starts on 25 November 2021. The associated qualification requirement will be brought in during summer 2022. However, (as is currently the case) any HSE investigation will look at the competence of staff to undertake that work using relevant documents including the Red Book so there should be little need to change working arrangements.

- The review of the Red Book is being led by the DfT and is currently suspended. K.C. / Ewan Hogg / L.H. / A.R. are involved in the process and will ensure that the final version accommodates working in Scotland.
 - Other changes to how the SRWC provides information to the public and unused / duplicate legislation will also be removed.
 - Section No. 61 and other legislation contained in the 2005 Act but never introduced will be revoked.
 - The Commissioner’s penalties rise from £50k to £100k maximum. The Code will require to be revised to indicate the revised sum, but all should note that the sum is set by the Legislation and the revision to the code can be dealt with at a suitable time.
- The S.R.W.C / T.S. held an information Webinar for Senior Managers in October to update them on the main points contained in the Transport (Scotland) Act 2019 which they should be aware of and be ready to act on. It was well attended with a good question and answer session. Copies of the slides and the Q & A records have been issued.
- The drafting of the final version of the Reinstatement Quality Plans Code of Practice is now near completion It will be a soft launch from 1st April 2022 before becoming mandatory in April 2023. The Q.P. for the R.As will be for their own works.
- One of the next new changes being discussed at the PDG is the requirement for recording works start and stop which change from next working day recording” to ‘within 2 hours recording on the Register.
- A Working Group is to investigate the split in the charging of the Fees and Amounts between the R.As and S.U.s to assess if there needs to be a change. In the meantime, all should note the Scottish Government consultation (due to close on 19th November) on the Fees and Amounts to be charged for next year and respond even if it is just to confirm agreement with the proposal.

Superfast Broadband

The Scottish Government holds premise-specific information on planned commercial broadband delivery which is available at <http://www.scotlandsuperfast.com/> with an enquiry form for more information if required. This may be useful to R.As in particular, in responding to misdirected public enquiries over broadband installation.

If there are any queries about any of the above, they should be passed to K.Q.

Public Enquiries about works on the Register – the requirement for members of the public to visit an office to view content of the register will be replaced by the provision of a response indicating where to find the information on the Public Facing Site.

Red Book – The legislation which will make the ‘Red Book’ mandatory for R.As is being laid in November 2021 and will be legally mandatory from January 2022. The second part of that measure, a review of the qualifications (how many card holders per site, card holders for site staff only, or designers etc) will take place next year, and depending on the outcome, may result in new requirements from late 2022 onwards.

Basically, the Red Book must now be followed by R.As. Next year both R.As and S.U.s will be asked if the current process of only one card holder per site, and only for site staff, and not for office staff is satisfactory. Assuming they say it does, that’s the end of the matter. If not, changes will be considered.

5. SRWC Report & Performance

a) SRWC Indicators and Statistics Reports

The Commissioner provided a verbal report as follows: -

- A Webinar by the Commissioner in conjunction with Transport Scotland was held for Senior Management to remind them of the main road works provisions in the TSA 2019 and associated changes. The presentation was well attended and well received.

The main issues included in the Webinar included: -

- Mandatory Red Book for Roads Authorities
 - Reinstatement Quality Plans
 - Mandatory submissions to Vault
 - Actual Start/Closure notices
 - Commissioner Authorised Officers and Compliance Notices
 - Revision of SROR and 6-year guarantee period
- The Commissioner has invited the S.R.R.B. to carry out a research project on Reinstatements which are 6 years old. This will add to the data collected in the 2012 research project and set a base line going forward. It will also develop guidance for Inspections on 6-year-old Reinstatements required when the 6-year guarantee is introduced. Two RAUC(S) Representatives will be needed to feed into the project.

A.R. commented that J.G. had carried out work for SGN on this subject which could be useful. SGN will provide a Representative for the project.

C.McQ. indicated that Scottish Water had looked at reinstatements which had passed at 2 years then at 3,4,5, and 6 years. The worst group of failures was on the joints of 10mm bitmac.

J.F added that joints tended to be the weak link in reinstatements. He offered to provide input to the project.

J.G. said that she had found the same issues as C.McQ. adding that HRA reinstatements had the best life. There were often failures in the existing road surface while the reinstatement was sound. This was often due to the age of the road where the track had been reinstated.

A local R.A Rep would be asked to assist in the Area being surveyed.

C.C. suggested that Inspectors be invited to assist as they are dealing with reinstatements daily.

SRWR Help Desk – The Commissioner had received reports that some Representatives had been disrespectful to Help Desk Staff. This was unacceptable and where the person is reported to him the matter will be raised with their employer.

I.R. Reported as follows: -

Dashboard - The previously circulated SRWC 2021/22 Q2 quarterly dashboard was taken as read. Where performance is recorded in red, comments on mitigation / improvement should be passed to the Commissioner's Office.

2020/21 Performance Reviews – Following further engagement with a small number of Organisations, discussions are ongoing with the oSRWC.

Improvement Plans - 4 Organisations are currently on improvement plans with 2 delivering sufficient improvements to be considered for removal.

Submission date for Q3 Improvement Plans for 2021/22 is Friday - 14 January 2022.

If you have any comments on any of these items, please contact the Commissioner's office at the usual e-mail address.

TAG development is ongoing with update paper submitted to the RAUC(S) meetings.

SRWR Report

I.R. provided the following verbal report: -

Draft SRWR Prescribed Fees and Amounts 2022/23

A Matrix with an estimate of the Prescribed Fees and Amounts 2022/23 has been circulated. Please note that this estimate is only a guide to aid budgeting. It is based on noticing and areas covered for the previous year and will change before invoices are issued on 1 April 2022.

SRWR Aurora V2

Symology have upgraded the SRWR with Version 2 of the Aurora package.

This release included enhancements to: -

The look & feel of the system, making it more user friendly and usable /
Improvements to the mapping, including the ability to view closer to the street /
New functionality for reporting, such as the ability for reports to be produced offline overnight.

Further details can be found on the Aurora Community Portal news page.

There were issues with the implementation of the new release, the majority of which were resolved within the first week. Lists of the issues resolved and those outstanding can be found on the Aurora News page.

Where it is not possible to deal a problem quickly it is added to the list of issues to be dealt with by the Development Team. In these cases, it is removed from the Support Desk list of problems and added to the Known Issues List. In these circumstances the Support Desk will not be able to provide a date for the remedy to be completed.

As always, if you have any issues which you consider have not been resolved to your satisfaction, please escalate them to Iain Ross.

Dial Before You Dig Requests

All should note that these requests should be dealt with as per Advice Note No. 1. Plant information must be sent back to the applicant direct and not back to Symology.

Distribution of RAUC(S) Papers

As reported previously the RAUC(S) Secretaries (George Borthwick and Brian Cooper) now have access to Office 365. The papers for all meetings are being circulated using OneDrive shared folders. The first round of issuing papers in this manner has been fairly successful but your feedback on this new mechanism is welcome.

George Borthwick's new email address is george.borthwick@raucs.scot. He can also still be contacted at secretary@raucs.scot.

Brian Cooper's new email address is brian.cooper@raucs.scot. He can also be contacted at se.raucs@raucs.scot.

RAUC(S) Website

All Chairs of Local RAUC meetings and Working Groups are reminded that they should keep George Borthwick apprised of changes to their groups and Diary dates etc so that he can keep the RAUC(S) website up to date. Also, the Chairs are reminded that they must provide George with copies of Minutes / Papers for updating the Web site.

New Undertakers

Indigo Pipelines (gas), Indigo Power (electricity), Borderlink Broadband (telecoms) and Netomnia (telecoms) have all joined the Register.

SRWR Mobile Apps –Removing Support for Older Android Devices – All are reminded that: -

The Android versions of the SRWR Mobile Apps were subject to certification changes in September 2021, which will remove support for Android Operating System versions 5, 6 and 7.0.

Prior to this change, the Google Play Store entry will be updated to prevent download of the SRWR Apps on those pre 2016 OS versions. You will be able to download and operate on devices running Android OS versions 7.1.1 (Nougat) and above.

Following the certification changes in September 2021, any devices still running the older versions will permanently fail to connect to the SRWR servers.

Please check your Android OS version now to ensure compatibility and plan any upgrade activities necessary.

It is important for your organisation to use officially supported OS software on your devices. Google currently support Android 8.1 (Oreo) and above only. We are able to retain support for Android OS 7.1.1 and above for the time being, to minimise disruption.

Note: Apple iOS Apps are not currently affected by this change.

6. Improvement Notices

There were no Improvement Notices recorded in the last quarter in the WoS Area.

7. Health and Safety

The previously circulated Bulletins were taken as read.

All were encouraged to provide comment on relevant internal safety issues and Bulletins to the Community.

8. Environmental Issues

J.F. commented on the apparent reductions in emissions being reported by Scottish Water and SGN by using 30 / 14 HRA on footway reinstatements where they were using that material in an adjacent reinstatement in the carriageway.

J.G. indicated that S.G.N. and Scottish Water would be happy to meet the R.As either as a group or separately to discuss this proposal and get agreement one way or the other. Compaction and layer depth can be accommodated to accord with the Specification. SGN are also keen to extend the use of SMR in reinstatements to help their progress on reduction of emissions.

There have been comments from Quarries that due to quantities being requested it is currently not viable to produce recycled materials at a reasonable cost. Organisations, if targets on emission reduction are to be met, must change their methods of working.

The Commissioner commented on his directive which he had issued during lockdown on this method of reinstatement and asked R.As to consider favourably the use of alternative reinstatements. The proposal will be considered in the SROR Review and in the meantime local / Area agreements should be made.

The Committee noted that the Minister noted favourably the move towards savings being made using alternative materials and was hopeful that further progress could be made.

There was a suggestion that there were fewer failures on HRA reinstatements which would suggest that extending the use of the 30 / 14 material could only reduce the need to return to sites to deal with defects.

C.McQ. commented that these reinstatements would be longer lasting especially on entry access crossings of the footway.

Comment was made that this had been a good discussion and there was hope that the proposal would move forward.

9. Combined Reports and Comments to cover Local RAUCS reports; Programmes of Major Works; Proposed Changes to Road Designations; Local Coring

Frederick Hart – Argyll and Bute Council

- The works programme is being progressed.
- The works programme is posted on the Register.
- A meeting was held with Openreach to discuss poor performance on remedial works. This is being monitored.

Jamie Barr - East Renfrewshire

- There were no issues to be raised.
- All S.U.s should send their works programmes to Gavin Cook for discussion at the Local RAUC meeting.
- City of Glasgow Council
- The closures and embargoes for the COP 26 Conference have now been removed.

Kevin Burns – Inverclyde Council

- The works programme is recorded on the Register but there may be changes required to accommodate revised programmes. Revisions will be circulated for information and for discussion at the Local Meeting.
- Comment is awaited from Scottish Water on the problem of flooding and consequential damage.

Jillian Donaldson – Renfrewshire Council

- The programme is posted on the Register.
- There were no other issues to be raised.

Claire Kirkpatrick – West Dunbartonshire Council

- The Programme will be posted on the Register.
- Scottish Water issues have been passed to C.c. and a response is awaited.

William Park – BEAR Scotland N.W.

- The works are posted on the Register.
- The resurfacing programme is ongoing when weather permits.
- The Rest and Be Thankful is under traffic signals with diversions as required to allow works to be progressed and to accommodate the affects of weather.
- The winter maintenance programme has commenced and will be provided as required through to mid-May.

Scott Sutherland- -M8 DBFO

- There were no issues to raise.

Claire Gardiner – Traffic Scotland

- The work projects are on the Register.

David Allen – Amey (South West Trunk Road Operator)

- The works are recorded on the Register.
- The work on the Woodside Viaduct is ongoing and there is currently no completion date. Thanks was recorded to Glasgow City Council for their input. Traffic Management is being reviewed in an effort to cut the inconvenience to the public.
- Closures will be required at the Dutch House Roundabout and information will be circulated via the Secretary.
- Where works affect slip roads contact should be made in order that traffic management can be agreed.

Jim Forbes / Carole McDonald – CityFibre

- All works are on the Register.
- Meetings are being held with R.As regularly to discuss the ongoing programmes.

- R.As and S.U.s are invited to discuss reinstatement works and duct sharing.

Energy Assets – No report received.

ESPUG – Stefani Cownley

- All works recorded on the Register.
- No issues to be raised.

Barry Hall - GTC

- No major work planned in the area but where required the programmes will be posted on the Register.

Lewis Major – LastMile

- Any works affecting the Area will be recorded on the Register.
- No issues to be raised.

Peter Walton – Lumen

- No issues to be raised

David Hearty - MBNL-EE/3

- All works on the Register.

National Grid – No report received.

Caroline Auld – Network Rail

- Programmed works are all back to normal and posted on the Register.
- No issues to be raised

Ruth Scott - NEOS Networks

- No major works or issues to raise.

Stephen Scanlon – Openreach

- Work on the R100 project is progressing.
- If there are any issues, they should be passed to him.

Ronald Murray – Petroineos

- No works in the Area.

Fiona McInnes – Scottish Water

- Works are posted on the Register.
- The framework Contractors were allocated and are now working in the Areas. If there are any issues, they should be passed to her.
- Where resurfacing is being carried out Scottish Water will provide replacement covers and frames free of charge.

Craig McQueen – Scottish Water

- The works on the Capital programme have been posted on the Register and will be discussed at the Local RAUC meetings.
- The internal coring programmes are ongoing, and the results will be passed to the relevant R.As when they are agreed.

- There were no other issues.

Alex Rae - SGN

- A.R. indicated that the pandemic had resulted in the need for reprogramming on certain works.
- There was a shortage of staff, and a revised programme is under way.
- There had recently been a serious incident in Ayrshire which was still under investigation. In the meantime, SGN has decided to replace infrastructure in the Area. This will reduce the squads available for other works in the Central belt which will require further reprogramming.

Julie Greig – SGN

- J.G. asked the R.As to ensure that site photographs and textual information was provided on defect notices. This would speed up the administration of these notices.
- R.As should ensure that the correct inspection is used in dealing with defect inspections. There are instances where a response is related to a different defect and / or part of the site in question.
- The administration of defect notices should always be in accordance with the Code / Advice Note. Where a defect is remediated the R.A. should complete a Completion Inspection (D3) on the Register or it will remain on the S.U. To Do List.
- Testing is ongoing and recorded against the site.

Chris Murray – Sky

- There are no works planned at present and no issues to be raised.

Joao Carmo – SPEN

- Works on the Register and going ahead more or less as normal but accommodating Covid 19 Guidance.
- There were no issues to be raised.

Darren Grant – SSEN

- All works are recorded on the Register.

Owen Harte – Virgin Media

- Two projects (Pollack and Cardonald) are programmed for 2022.

Vodafone – No report received

Verizon – No report received

10. AOCB

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.

b. 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.

c. Meetings in 2022

The Chair of the new South Area and West Area RAUCs will pass to R.A. Representatives.

While the S.U.s have agreed Chairs and Co-Chairs for RAUC(S) and the Area RAUCs the R.As have yet to do so. Action on this should be dealt with at an early date. **Action – R.As**

The Administration and management of the Local Areas will need to be agreed especially where the distribution of the R.As has changed. **Action – R.As**

The new structures start from 1st April and preparations for the Areas and Local RAUCs should be in place by that date. **Action – R.As**

The dates for the RAUC(S) and Area RAUC(S) meetings under the new Constitution will be submitted to the RAUC(S) meeting for approval on 1st December.

11. Date and Venue of the Next Meeting

The Chair thanked all for attending and advised that the next meeting would be held as follows: -

Next Meeting: – Tuesday 22nd February 2022

Venue: - MS TEAMS

Future Meeting dates will be set following the decision of the RAUC(S) Meeting.

Meeting ended – 12.20