

SCOTTISH ROAD WORKS COMMISSIONER

Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 23rd August 2018 in Room No. 6, Scottish Government Offices, Victoria Quay, EH6 6QQ

Present: -

Angus Carmichael	Scottish Road Works Commissioner	A.C.
David Armitage (Chair)	Aberdeenshire Council	D.J.A.
Mike Bartlett	Symology	M.B.
Clare Gordon	Scotland Transerv	C.G.
Darren Grant	SSE	D.G.
Darren Grindell	Symology	D.G.
Ian Jones	Fife Council	I.J.
Fiona McInnes	Scottish Water	F.McI.
Alex Rae	SGN	A.R.
Iain Ross	Office of the SRWC	I.R.
John Scougall	North Lanarkshire Council	J.S.
Brian Wilson	Scottish Borders Council	B.W.

In Attendance: -

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

Jane Dunlop	Office of the SRWC	J.D.
Jim Forbes	CityFibre	J.F.
Owen Harte	Virgin Media	O.H.
Andrew Matheson	Virgin Media	A.M.

1. Introduction and Apologies for absence

David Armitage welcomed all to the meeting.

Apologies were recorded as above.

2. Minutes of the last Meeting

a. Accuracy

The minutes of the last meeting of the SRWR Steering Group held in Room No. 6, Scottish Government Offices, Victoria Quay, EH6 6QQ on Thursday, 24th May 2018 were agreed with the following revision: -

Page No. 2 Item No. 2b Matters Arising
16th November 2017 - Item No. 2b VAULT Future Developments

The second paragraph should be replaced by the following version.

“DJA reported that a standard OFGEM Generator’s Licence, as issued to most wind farms, confers the statutory power to place and maintain apparatus in the public road, but only for the purpose of connecting the generation facility to the national grid. It was agreed that any electricity generator wishing to exercise these powers in Scotland should be notified that they would first need to contact the Office of the Scottish Road Works Commissioner and subscribe to the Scottish Road Works Register. If they do not wish to do this, then at the discretion of the road works authority, they could be issued with permission under section 109. This would be required in any case if they wished to execute any works in the road beyond those necessary to connect to the national grid.”

b. Matters Arising

See the Action Tracking Schedule or the following paragraphs and or within the Minutes where an Item is dealt with as an Agenda Item.

24th May

Item No. 3b Quarterly Operational Report Cat A Inspections

The problem related to Cat A inspections in Rural Authorities which were split into sub areas. The inspections carried out in one or two sub areas could use all the allocation leaving none for the other inspectors. There was also a problem where the inspections were all used up early in the year and where the performance was poor. There was no ability to show improvement by sample inspections.

The Commissioner would be happy to discuss this problem with any affected R.A. Target Inspections could be used to continue a monitor and the results fed into the Commissioner’s monitor.

In Aurora there will be a report available to indicate the progress on the Inspections which should be a solution to the problem.

The Committee agreed to run with the current arrangements and see what transpires now that the R.As are aware of the potential problem. There was also a need to see what affect the operation of the Inspections App will have.

2bi. Terms of Reference

The draft Terms of Reference which was issued to the February meeting was discussed as follows: -

- There was no requirement for the RAUC(S) Co-Chairs to attend the Steering Group meetings.
- The suggested attendees were: -
4 Main SU Sector Representatives
4 R.A. Representatives from the Area RAUCs
Gaz Group and SAT Representatives
- The draft Terms of Reference will be revised and circulated. **Action – O.S.R.W.C.**
- It was noted that at present there are two telecom Representatives (Virgin media and CityFibre).

2bii Policy for receiving Notifications

- The draft indicated what must be done and omits what should be done.
- The actions which the Commissioner would want should be added.
- Remove appendix but integrate the content into the main document.
- I.R. to revise the document and pass it to F.McI. to review then pass the agreed revision to SAT to agree prior to circulating to the Steering Group Members for comment and final approval. **Action – I.R. / F.McI. / C.G. / All**

3. Management and Operation of the SRWR

a. Quarterly Management Report

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

- Register Version No. 3.7.0 will be rolled out late September. It contains no major Changes but revises some issues and bugs.
- The facility to provide Performance Reports will be rolled out in the Autumn. It will provide weekly updates. It will not replace the existing task summary sheets etc.
- The Works Promoter App (actual Start and finish dates) is available on all platforms (Android, iOS and Windows 10).
- The VAULT App has now been rolled out on all Platforms.
- The Inspections App will be rolled out in the Autumn.
- The VAULT Submission Timetable is now available.
- Virgin Media will be uploading its data imminently.
- Openreach Data is still not available.
- All should have transferred to the new Domain as the old one will be closed at the end of September. If you use Microsoft, you will need to update your trusted sites.
- The Fees have all been collected.
- SAT is working with Symology on the development of Aurora.
- The Gazetteer submission date is the last Friday in the Month (Next Friday 31st)
- The system usage appears fairly constant, so it was agreed that the no action time should remain as it is.

b. Quarterly Operational Report

The previously circulated Report was taken as read with the following discussion: -

- There will be a planned outage of the SRWR (All Environments) on the weekend of 22/23 September to upgrade the system to Version 3.7.0. This upgrade is purely technical to allow the updating of a number of third-party products to ensure on-going technical compatibility and reliability. The system should not create FPNs as long as the data is updated by 10.00 on Monday 24th. Symology were asked to monitor the process to ensure FPNs are not wrongly raised. **Action - Symology**
- The proposal to migrate to a bi-monthly submission cycle for VAULT has been agreed. The August publication will take place as usual, with the next submission then moving to October. Full replacement datasets should be submitted before the 15th of the following months:
 - February
 - April
 - June
 - August
 - October
 - December

Processed data will be updated into the live system within 10 working days of

the 15th. Following live publication, data providers should perform the submission checks to ensure that their data has been correctly published. The filenames should not be changed between Submissions. If the submitted files are displayed in red they will NOT be processed. Either resubmit with the correct names or contact the Help Desk for assistance.

- The current API use SOAP Web Services. As part of the transition to Project Aurora, it is very likely to migrate to REST Web Services. This is an advance heads-up to any organisation implementing Web Services over the next year or so.
- The next SAT meeting will include a discovery session to validate user roles and to discuss required dashboard widgets and alerts.
- At the last Steering Group there was some discussion on the validity of three month notices. The Code of Practice is unclear about what happens when a scheme is rescheduled. Some users believe that the validity period should be generated from the new date, regardless of whether the date is within the validity period of the existing notice.

The SRWR only generates a new notice if the rescheduled dates are out with the current validity period.

Symology can confirmed that the SRWR had worked in this way for some considerable time and maybe since the start on the Contract.

If the Code is likely to need revision if it is to meet the requests of some users and the Register would have to be revised as at present it is set to work in accordance with the code.

A.R. suggested that the start date should be set in the middle of the validity period.

If there are more than one major works requested who should be given priority? The view was that this was a matter for a coordination meeting with the deepest excavation work having priority.

- At the previous Steering Group, it was suggested that the screen to view the Message Definitions be opened to all users. Following internal discussions Symology came to the view that this was likely to raise more questions than it would answer, especially as the vast majority of the messages are not relevant or are never prompted.

A full list of messages has been sent to Jim Forbes for reference.

However, if users have questions about a message and why it was prompted, they should contact the Support Team in the first instance.

- A paper was produced previously suggesting actions/instructions for regular maintenance of records on the Task Summary / To Do List. Following acceptance of the paper at the last Steering Group it wasn't clear what follow-up actions would take place. The O.S.R.W.C. will discuss this matter with Symology. **Action – O.S.R.W.C. / Symology**
- The Works Promoter App is being used to a limited extent but all Organisations should be reminded that it is available, and they should make use of it.

To start using it the all that is required is to apply for access.

The works started information assists with Inspections.

c. Training Update

The last scheduled training took place in Scotland between Tuesday 17th and Thursday 19th July:

- 1 x SRWR Introduction for Roads Authorities
- 1 x SRWR Introduction for Works Promoters
- 1 x SRWR Advanced Noticing

Delegates scored the courses they attended as very good to good.

In addition, Symology ran the following training for specific organisations:

- 19th June – Openreach (in Glasgow)
- 26th July – Clarke Telecom/Paragon TM (in Liverpool)

The User Forums will be arranged for 2019 to tie in with the release of Aurora.

d. Permits and Consents Module

There was some concern that the Group had not yet met. There had been problems with the Scottish Borders IT system and emails which had been thought to be sent did not go out.

The Commissioner suggested that Glasgow City had adopted the module and he would provide input from Jim Clegg to progress the discussions. This was agreed.

Jim would meet with Symology to consider what was required and take it from there. The revision should take the best practice from a R.A. which was using the package and progress the development from that stage. The main issue was to get the standard forms reinstated with R.As using pdf attachments to deal with variations.

C.G. indicated that she would be happy to be on the Group, but it was dependant on where the meetings would be held. It was suggested that the Group could meet at Larbert after the SAT meetings. J.C. would set up the first meeting either in Larbert or Glasgow.

Action – O.S.R.W.C.

C.G. indicated that she had a few proposals to offer which would improve the operation of the Module.

The NoSRAUC Authorities will be advised of the progress and they will be able to send a Representative as they see necessary. **Action – O.S.R.W.C.**

4. VAULT

a. Future Development

This Issue dealt with in Agenda Items above.

b. Vault Scorecard

This Issue dealt with in Agenda Items above.

5. Gazetteer Group

a. Gazetteer Update Submission Report

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

- The West Lothian Upload is now ready for submission and should progress through the process.

b. Gazetteer Group Highlight Report

- The Gazetteer Conventions are being reviewed.
- Alex Ramage will give a presentation on the Review to the RAUC(S) Meeting in September.

6. SRWR System Assurance Team

a. SAT Report

The Team continued working with Symology on the Aurora development. The next major revision of the development will be submitted to SAT in November.

The Super Users will be asked to take another look at the project in due course to get their input.

b. Change Requests

There was no discussions on C.Rs at the last meeting but they will be reviewed at the next meeting.

The C.R No 560 Submitted by Aberdeen City as below will be passed to the Permits Module Working Group. **Action – C.G.**

C.R No. 560 reads - Please may we add the following statement to each permit/licence sent out by Aberdeen City Council. e.g. Scaffolds, Hoardings, Occupations: - 'Please note that if an extension to this permit is required, it is the applicant's responsibility to apply for it. Failure to apply for the extension, giving the required notice, will result in a late application fee being applied.'

7. Scottish Road Works Commissioners Report

a. Changes in Legislation

The Commissioner indicated that the draft Bill was laid in June. All should submit their comments to the Scottish Government by 28th September. After that date there is likely to be a period before the next stage in the process.

8. RAUC(s) Remits

a. Sample A Progress Report

This Item was covered in a previously.

9. SRWR System

a. Diversionary Works

The previously circulated paper was discussed as follows: -

- The process as discussed in the papers is in accordance with the previously developed flow chart.
- Both the flow chart and the process would need to be in accordance with the time table laid down in the codes.
- The required attachments e.g. drawings and plans would be issued as pdfs.
- Since the departments receiving these Notices may be different from those currently using the Register there will be additional users to be granted access.
- M.B. indicated that this module would be introduced as part of the Aurora rollout but as a later issue from the main register.
- Training and awareness of the package would have to be delivered to the relevant staff in R.As and S.U.s. as it would be the main prime method of transaction.
- The proposal would be submitted to RAUC(S) for approval and for a remit to be issued to produce an Advice Note. **Action – D.J.A.**
- M.B. was asked to provide the O.S.R.W.C. with costs for the Development. These would be brought forward to a subsequent Steering Group meeting with the Commissioner’s recommendation for consideration. **Action – M.B. / S.R.W.C.**

b. System Implementation

System now on line – Item Closed **Action – Secretary**

c. Recording Inspection Results relating to Improvement Plans

System now on line – Item Closed **Action – Secretary**

d. SRWR Mobile Inspection App – Download Rules

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

- There was a need to prioritise the list of Inspections which would be available on the App. There needed to be a relevant time period which would restrict the Inspections to be shown.
- The use of a L.A. Reference to allow an Inspection to be carried out would need to be input by the office based control.
- Sites which are not on the list provided would need to be prompted before the App would permit an Inspection data to be recorded.
- The Group agreed to proceed with the Module as proposed with any extensions which were requested by the Community added as future developments.

e. SRWR Works Promoter Defect Inspections

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

This paper contained the proposal to accommodate the request from Jim Forbes to allow the S.U to inspect and record their works.

The Team approved the proposal and agreed that it could proceed and go live. (subject to J.F’s agreement)

f. Digital Uploads for “Potential Works” into the Register

This was a proposal submitted by Alex Rae SGN to upload the data as a shape file for all proposed works.

The view was given that it would need to be done using an interface.

The development would probably be recommended on the basis of more than on Organisation asking to use the process.

At present each site needs to be loaded individually.

The Group agreed that A.R. and I.R. discuss the proposal and respond to the November meeting. **Action – I.R. / A.R.**

10. A.O.C.B.

a. SRWR Steering Group Meetings 2019

The meeting dates for 2019 were agreed as tabled with the May meeting being planned for Thursday 23rd May 2019 to avoid clashing with the HAUC UK Conference.

The meeting Venues for the 2019 meetings will be considered at the November meeting. I.R. to submit suggestions. **Action – I.R.**

11. Dates of Future Meetings

The next meeting will be held on: - 22nd November 2018

Venue – Thomson Room (Room 6), Scottish Government Offices, Victoria Quay, Edinburgh, EH6 6QQ

The Future Meetings will be held on: -

February Meeting	Thursday 21 st February 2019
May Meeting	Thursday 23 rd May 2019
August Meeting	Thursday 22 nd August 2019
November Meeting	Thursday 21 st November 2019

Venue: - The meeting venue for the 2019 meetings is still to be agreed.

The meeting closed at 13.45