

SCOTTISH ROAD WORKS COMMISSIONER

Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 21st November 2019 in The Fleming Room A, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

Present: -

Angus Carmichael	Scottish Road Works Commissioner	A.C.
David Armitage (Chair)	Aberdeenshire Council	D.J.A.
Mike Bartlett	Symology	M.B.
Jim Forbes	CityFibre	J.F.
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.

In Attendance: -

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

Jane Dunlop	Office of the SRWC	J.D.
Andrew Matheson	Virgin Media	A.M.
Brian Wilson	Scottish Borders Council	B.W.

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 Fleming Room A, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU on Thursday, 22nd August 2019 were agreed with the following revisions: -

Page No. 4 – Item No. 3b. Management and Operation of the SRWR - Operational Report

3rd Paragraph should read: -

F.McI indicated that there was no accept / decline button and the Inspection remains on the Task List. This matter is being dealt with in Aurora.

Page No. 8 - Item No. 9 – SRWR Systems

The second Paragraph should read: -

Comment was made that not all Operatives have access to Register. Once Aurora is available this situation is likely to change.

b. Matters Arising

The comments on Matters Arising from the previous meeting are recorded on the Action Tracking Summary.

bi. Notes from Permissions & Consents Working Group

There were currently no more issues to discuss. The Group were looking at the page layouts and the standard conditions. The drafts are nearing completion. Duplications are being removed to provide a standard document for each permission. The individual R.As will be able to add their own individual conditions and standards via pdfs.

3. Management and Operation of the SRWR

a. Quarterly Management Report

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

- Fees and Amounts
A draft Matrix has been circulated. It contains the current best estimates of the Fees and Amounts which will be charged to each Organisation.
The payment period for paying the Fees and Amounts Invoices next year will revert to 60 days from 1st April.
An email will be sent out in March to each Organisation indicating the best estimate of the sum which will be allocated in the Invoice. While it may be subject to a small revision it is unlikely to be much. This arrangement was thought to have helped last year in getting prompt payments.
The Scottish Government consultation on the Fees and Amounts is open until 13th January. All were asked to respond with their view on the sum to be charged. For 2020/21 total amount to be collected has increased to £911,000 from the 2019 / 20 sum of £855,000. This is largely due to the last of the deferred income accumulated in previous years by Susiephone Ltd for the 2016 retendering exercise being returned in 2019/20.
- Four new Organisations have joined the Matrix. They are: -

Murphy Power Distribution Limited
Murphy Gas Networks Limited
Premier Transmission Limited
Lothian Broadband Limited.
- Energetics are changing their name to Last Mile.
- Aurora Training: -

The transition training will be provided for three months i.e. March, April and May.

The Modules are approximately 75 minutes long plus the time taken to complete the question session i.e. about a half day to complete. The modules can be done in a block or broken into shorter sessions.

These modules and the ongoing training modules available after the end of the transition period are free to use and can be used at any time including for revision on a particular issue. Users can pick and choose the Modules they require without completing all modules.

Ongoing training is as follows: -

The Introduction Modules should be taken by all new users including read only users.

The Standard Modules should be taken by new users as they progress with their use of the Register.

The Advance Modules will be focused towards Users who are using the Register to a more advanced level.

Modules can be moved to a higher or lower level of training courses.

The Commissioner's Office will issue a guide to the modules contents to allow Managers to allocate the correct training to their staff.

These courses are free and there will be no charges issued by either the Commissioner's Office or Symology. The cost is covered within the Fees and Amounts.

A Certificate will be issued to the user on successful completion of a course (group of modules). The Certificate will also provide Managers with an indication of the training completed by a member of their staff.

Details for the proposed modules were issued as agenda items at the August meetings. The Secretary can provide copies if required.

At least a sample of the Modules will be issued to the SAT to check content and suitability. These will be checked prior to the roll out.

The App users will not require training if they are not required to access and use the Register.

The Register has a Report to indicate who has completed what course.

Update training may be required for users in the future where there are changes to the system.

Training will be discussed at future meetings as required.

b. Quarterly Operational Report

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

- The user identity and login mechanism in Aurora is based on unique email addresses. Some current users have more than one login and over the Summer, Symology has been contacting organisations and users directly to discuss the issue good progress has been made and. The current Insight system has been updated to resolve the issue in advance of the Aurora migration.

- Contractor Users will require special treatment under the new system with access to the register for more than one S.U. The Statutory Undertakers often employ Contractors to carry out works (i.e. works contractors) or to enter notifications into the SRWR on their behalf (i.e. administrative contractors). These Contractors often work for more than one S.U. In the current Insight SRWR system, there are Contractors with about 70 user logins covering 25 individuals involved with more than one S.U.

The objective in Aurora has been to avoid users needing multiple logins, as this would not only be inconvenient, but would also require them to have multiple email addresses.

The solution to is that if a user needs to access Operational Districts of different organisations (and does not or cannot set up multiple emails), then for security reasons their administration will have to be controlled by Symology.

Therefore, in the case of Contractor users with multiple user logins, the default approach adopted in the migration to Aurora will be to set up the users as belonging to an Administrative Organisation “Other”, which will be controlled by Symology. In general, the users will only need a single login /email address and Symology will control (obviously under instruction from the community) the Organisations and Operational Districts they are able to access.

The main implication of this approach is that these users will not appear in the list of users the local Organisation Administrators will have access to for their organisation. Therefore, when some User Administration facilities (such as suspending users or allocating Operational District Groups) are devolved to local administrators, these (Contractor) users will be excluded from their control and they will need to continue to request Symology to make any changes. (Note that, in the initial release of Aurora, User Administration facilities will be retained by Symology to minimise the additional training requirements.)

If a S.U. wanted to retain full local control of all their users, then the only alternative would be for the Contractor organisation (or the S.U.) to provide additional unique email addresses to these users, one for each S.U. that they work for. Each individual email address/login can then be set up to be administered by the S.U., but will obviously then be limited to accessing Operational Districts of that S.U.

The exception to the above is that if a user requires different roles (access levels/permissions) for different organisations then they will have to use the multiple login email address approach. Symology has been in contact with all users current affected and all these inconsistencies have been resolved – so no action is currently required.

Symology consider that the default position is a straightforward and is an acceptable approach they did not see the need for any wider communication at this stage. The issue will be raised at SAT to gain their acceptance at the system level.

Contractor users are being contacted to make them aware of the change in system administration (and just to double check they still require multi-

organisation access) The only downside is a reduced lack of administrative visibility for the S.U. as in the short-term this visibility will be under the total control of Symology.

There is the potential to revisit the issue, when further User Administration facilities become available (with accompanying training), and some S.U.s wish at that point to have the users moved from the “Other” organisation to their own organisation, assuming that an alternative email can be provided. In the meantime, we can distribute a list of the S.U.s / Contractor users this applies to.

- **Areas of Interest**

The Committee noted that there had been an increase in the number of Organisations who had submitted their requirements for their Areas of Interest but there was still a number (25 out of 86) who still had to deal with the matter.

The date for submission was really past but an effort may be made to deal with as many late contacts as possible. The time is now critical to the roll out and those who are late will be provided with a default which may result in them receiving all notices etc for Scotland. The update to such an arrangement may take up to 3 months to rectify to their required Area.

The late action on submission will be raised at the RAUC(S) meeting and the suggestion was made a list be issued to the Co-Chairs in order that they can name and shame to late providers. Symology will provide a suitable update for the Commissioner, D.J.A. and the RAUC(S) Co-Chairs this Action. **Action – Symology / Commissioner / D.J.A. / Co-Chairs**

Some Organisations (R.As and S.U.s) who may not have been included in the figure quoted above have indicated that they will accept a Default.

- c. Training Updates

Covered in previous discussion.

- ci. Aurora – Training Proposal

Covered in previous discussion.

4. VAULT

- a. Future Development

- The previously circulated revised FAQ sheet was taken as read.
- All Organisations should be using VAULT at least as a guide for out of hours emergencies.
- Openreach are progressing their provision of data via vault. Their data will not be held on VAULT but will download when a plant request is made via VAULT. This method will be trialled and if it meets the requirements i.e. any delay is acceptable it will be agreed for the provision of the data. Others may choose to use this method of data provision if the trial is accepted.
- SGN and Scottish Water are not yet using VAULT for data requests. Policy and Sign Off is required before the VAULT can be used as a source of plant data. This is necessary to ensure responsibility in the event of an accident.

- There may be a need for a recording facility on VAULT to provide information that data has been requested and provided and by who.

ai Meeting Note - Vault Symbology

This topic has been included in the FAQ sheet so the Item can be removed from the Agenda at present. **Action - Secretary**

aii. Recording Abandoned Plant

This item has been dealt with and can now be closed. **Action - Secretary**

b. Vault Scorecard

Organisations which are not updating or providing data should be chased up. I. R. was asked to contact GTC (known to have good records) and N.Grid. **Action – I.R.**

Small S.U.s are being monitored and will be prompted where required.

SSE Telecom plant data has been loaded and will now appear on VAULT.

5. Gazetteer Group

a. Gazetteer Update Submission Report

- The previously circulated Report was taken as read.

b. Gazetteer Group Highlight Report

- The previously circulated draft minutes of the last two meetings held on 8th August and 7th November were noted for information.
- The possibility of moving to weekly updates to match the Address Gazetteer will be considered but there is likely to be a cost implication of this change.

Protocol for Plant in Prospectively Adoptable Roads

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

- The road would be recorded as prospectively adoptable six months from adoption.
- This would be subject to having it uploaded to the Gazetteer.
- The road would then be controlled for the laying of S.U. plant and all S.U.s would have the opportunity to lay what ever plant they required before the final course is laid which is the purpose of the proposal.
- Generally, this will affect Type 4 roads, but a higher category cannot be ruled out.
- There may be a need for the 6 months to be extended where broadband plant is being provided. This is to accommodate surveys to check who would want a connection.
- The arrangement would not stop connections being laid at a later date as allowed for in the legislation.

6. SRWR System Assurance Team

a. SAT Report

The Team carried out their initial two-day audit of the system in September. The Audit had been constructive, and the system stood up well to testing. There were some issues found and these were being reviewed and would be dealt with.

A more complete system is expected in mid-December when another two-day audit will be carried out.

M.B. indicated that the audits were appreciated and added to the data being produced from their own testing programme.

A version of the final system will be issued to the SAT members in the new year to allow them to test it at their own desk.

b. Change Requests

There was no discussion on the C.Rs

7. Scottish Road Works Commissioners Report

a. Changes in Legislation

The Commissioner indicated that the draft Bill had been passed in Parliament and had received Royal Assent on 15th November which was earlier than anticipated.

A Commencement Schedule will now be prepared indicating when sections will come into force. The easy fixes will be introduced first e.g. the Commissioner's Liability, Red Book becoming mandatory etc.

The Inspectorate will be set up in time. They will have a Code of Conduct to operate within and a flier will be produced to be presented to the site operatives to indicate who they are and what their remit is. Office inspection could be required in the future but hopefully will not.

Regulations will be developed in due course to cover the requirement to record inspections on the Register.

R.As standard of Signing, Lighting and Guarding required to improve and trunk road Operators will be subject to increased scrutiny.

A period of grace may be given as the various requirements are introduced but all should be aware of the Act contents and be preparing their management to meet the Legislation.

Anything causing increased disruption e.g. failed reinstatement would be the subject of inspection.

Quality Plans will have a bearing on the operation of the Inspectorate and what they need to check.

The Register will need to be modified to accommodate the changes in the Legislation as it is introduced.

Updates will be issued as the commencement programme progresses. There will be further consultation on the items as they come forward.

8. RAUC(s) Remits

There were no remits submitted by RAUC(S).

9. SRWR System

ai. Inspection Prompts and Follow Up

I.R. gave a verbal report as follows: -

- ???
- J.F. asked for an add on to accommodate the management of repeat Inspections after 17 days. This is related to what is specified in the Inspections Code rewrite.
- I.R. will circulate a proposed method of operation for comment. **Action – I.R. / All**
- The Register will provide the necessary prompts.

aii Inspector App Change Requests

The previously circulated Change Requests will be logged and submitted to SAT for approval.

The Committee noted that the password should be changed on the Register and Apps every 90 days.

10. A.O.C.B.

a. RAUC Community Calendar

The proposed version of the calendar was demonstrated on Google.

The Calendar will be maintained by the Secretary and consideration can be given to attaching the Meeting papers to the appropriate meeting date once it is in operation.

A link will be circulated to the Members of the Community to allow them to allow the dates to be quickly pulled over to the Member’s own e calendar.

The Diary would be remitted to the RAUC(S) Meeting for final acceptance.

11. Dates of Future Meetings

The next meeting will be held on: - Thursday 21st November 2019

Venue – The Fleming A Room, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

The Future Meetings will be held on: -

February Meeting Thursday 20th February 2020

May Meeting Thursday 21st May 2020
(B-3, Scottish Government Offices, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD)

August Meeting Thursday 20th August 2020

November Meeting Thursday 19th November 2020

Venue: - Fleming Room A, Scottish Government Offices, 5 Atlantic Quay, 150
Broomielaw, Glasgow, G2 8LU

The meeting closed at 15.30