

SCOTTISH ROAD WORKS COMMISSIONER

Scottish Road Works Register Steering Group

The minute of the meeting of the SRWR Steering Group held on Thursday 23rd May 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.
Darren Grant	SSE	D.G.
Ian Jones	Fife Council	I.J.
Fiona McInnes	Scottish Water	F.McI.
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.
Clare Gordon	Scotland Transerv	C.G.
Darren Grindell	Symology	D.G.
Andrew Matheson	Virgin Media	A.M.
Alex Rae	SGN	A.R.

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, 21st February 2019 were agreed as read.

b. Matters Arising

23rd August 2018

3b Quarterly Operational Report – System Maintenance

This matter has been largely dealt with and the Register has been cleared of notices etc which had expired. The possibility of a Performance Indicator Report should be considered at some point. **Action – O.S.R.W.C. / Symology**

22nd November 2018

4a Future Development – Symbology

The new web-based mapping used by the Mobile App and Aurora has a limited set of symbology options (to improve map rendering performance). So currently this is not possible. There are some potential workarounds, to allow more complex symbology, but they are likely to slow the mapping down and will require bespoke coding to implement seamlessly. The Vault mapping has now been operating successfully for a number of years therefore it is not recommended that these workarounds be pursued.

For one duct with more than one S.U. plant in it the information box could be used to indicate what is contained in that duct. The Group (Alex Rae, Iain Ross, Jim Forbes, Ian Ross) will meet to bring forward proposals for High / Low Pressure or High / Low Voltage to be indicated on VAULT. I.R. will contact A.R. to arrange another meeting of the Group. **Action – I.R.**

21st February 2019

2b. Matters Arising – Vault Scorecard – Recording Gas Transporter Networks

There is a need especially in new developments for multiuser Organisations to record their plant and provide full details of their plant on VAULT. There are some of these multiusers who are S.U.s.

The road may be adopted by the R.A. but who is adopting the plant – does it remain with the provider or is it passed to the S.U. e.g. SGN for adoption and future maintenance. Should the road even be adopted with the private apparatus network within.

This matter should be remitted to the PGD for consideration and to check if there is existing legislation to deal with the matter or is there a need for new legislation. **Action – Commissioner / K.Q.**

3b. Quarterly Operational Report – Provision and Maintenance of the Apps on some Operating Platforms

This topic should be considered at the Contract meeting. There is little point of providing the service if it is not being used. **Action – Commissioner / D.J.A.**

3. Management and Operation of the SRWR

a. Quarterly Management Report

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

- The use of the quotation for the Fees and Amounts which was sent out early to all Organisations had helped them prepare for an early payment of their Invoices. It allowed for the provision of purchase orders where required. The payment process next year will revert to the Invoices being issues on 1st April with 60 days to make

payment. Despite this the view is that the quotation will be used again next year to assist with prompt payment.

- Guidance on how Organisations should be set up on the SRWR to receive and review notices has been published on the Commissioners website under Further Guidance.
- The oSRWC email addresses are moving to a new domain on @srwc.gov.scot . The existing address will still connect for a period but all should move to the new domain.
- Gamma Telecom have sold off all their assets in Scotland and are no longer considered a S.U. in Scotland.
- The Concurrent Usage is now back down to a reasonable level following the spike recorded in the last Quarter.

b. Quarterly Operational Report

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

- There had been no outages in the last Quarter.
- SRWR Software and Roadworks web-site: -
The SRWR will be upgraded to Version 3.7.3 on June 3rd. This is a maintenance release primarily to keep the SRWR on the latest software version.
The Archive and database tidy-up process was successfully run on 3rd May.
There have been no updates to the www.roadworksscotland.org web-site since the transaction alerts functionality was successfully applied on 14 September.
- SRWR Mobile Apps: -
The Works Promoter App and Vault App for Android, iOS and Windows 10 are all available via the relevant Operating System stores or the SRWR portal.
The Inspections App for Android, iOS and Windows 10 was made available on the 1st April 2019. A few issues with the Inspections App have been circulated with the meeting agenda papers for discussion.
- Background Maps -
If users experience problems with background maps not loading, they should investigate connectivity issues and / or try downloading maps to the device for offline use. Any regular/repeatable/reproducible crashes should be reported to the Help Desk.

c. Training Updates

No training has been held since February 2019. The Training programme planned for May is as follows: -

Tuesday 21 May 2019 SRWR for Roads Authorities

Wednesday 22 May 2019 SRWR for Promoters

Thursday 23 May 2019 SRWR Advance Noticing

The Roads Authority Training being held on Tuesday had to be cancelled part way through the day due to a failure in the network in the Larbert area. Symology was asked to consider if the training could be repeated but online to avoid the attendees having to travel back to Larbert.

Action – M.B.

The Commissioner will contact the clients and ask them how they wish to deal with this matter and if the attendees still require to complete the training. Once this information is available the discussions with Symology can continue. **Action – The Commissioner /Symology**

ci. Aurora – Training Proposal

There has been discussion between the Commissioner and Symology about the various options for training for the rollout and subsequent operation of the Register.

The use of E learning appears to be the way forward and the courses would be tailored to the required training need e.g. introduction, advanced etc.

The Transition Course will assume a knowledge of the Register and will simply guide the operator through the new processes / screens etc to be able to carry out the tasks previously carried out on the Insight version. It will be compulsory to complete the course and the short test at the end to confirm competency.

There will be a spike in the usage due to operators going online to gain the knowledge to carry out their tasks. This will include read only users who will have to complete the relevant section of the course.

Some form of report to Managers will be needed so that they know who has trained and who they need to chase up. Down time for the training will affect the Organisations ability to maintain their Register especially where the number of staff members is small. The information needs to indicate who went on the course and what modules were attended with their pass or fail result. If possible an indication on where the candidate was failing in order that assistance could be provided to them.

All training will be free up to the end of May.

4. VAULT

a. Future Development

Except for Aurora, there were no future developments currently under consideration.

b. Vault Scorecard

The previously circulated report was taken as read. The report was now available for download direct from the Register.

5. Gazetteer Group

a. Gazetteer Update Submission Report

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

- This report was now available direct from the Register.

b. Gazetteer Group Highlight Report

- The draft Advice Note No. 5 was previously circulated with accompanying papers. These papers would be included on the RAUC(S) Agenda.
- The Draft is the subject of a consultation.
- The changes were the subject of discussion between Symology and the O.S.R.W.C.
- A request was made to respond to the Consultation indicating that the revision to the ESUID was not needed as the problem had been caused by the way it was being dealt with by some Maintenance Tools. Correction to these tools would rectify the problem and maintain the operation / issue of the ESUID as it currently

is. These comments would be submitted but may not result in a change to the proposal.

6. SRWR System Assurance Team

a. SAT Report

The Team continued working with Symology on the Aurora development. The last meeting was occupied by a review of Aurora resulting in the C.Rs being left to be reviewed at the next meeting.

b. Change Requests

There were no C.Rs to discuss.

7. Scottish Road Works Commissioners Report

a. Changes in Legislation

The Commissioner indicated that the draft Bill was laid in June and the Committee hearings were now completed. The process is now in Stage 2. But the process is being affected by Brexit.

K.Q. has been seconded to the Scottish Government to work on the Bill.

8. RAUC(s) Remits

There were no remits submitted by RAUC(S).

9. SRWR System

a. Diversionary Works

This Item has been dealt with and should be closed. **Action - Secretary**

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

This Item should be closed. **Action - Secretary**

10. A.O.C.B.

a. Meeting Venues 2019

The SRWR Steering Group meeting venue for the remainder of 2019 will be The Fleming Room, Scottish Government Offices, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU.

b. Registration of Surface Dressing Works on the SRWR

The Committee was asked to comment on the recording of surface dressing sites on the Register. The correct way appeared to be to record as Major Works, but this required the two notices to be recorded then it affected the statistics on Early and Late Starts. With the nature of this weather dependant process there was little which could be done to avoid the detrimental effect on the statistics.

The alternative was to record the sites as standard works, but this could result in S.U.s. missing the Notice and later in the year issuing a notice to carry out works on the same section which could have been avoided. The view of R.As was that surface dressing was a low cost high benefit process which should be carried out when the road required it and should not be delayed by S.U. works. It did however affect the public view that no coordination was carried out and for this reason should be avoided.

After discussion the view was that Surface dressing should be dealt with as Major Works and the records in the Register could be interrogated if the Statistics were called into question.

c. Scheduling and Due Date for B and C sample Inspections

While the Cat C inspections could be dealt with within the year meeting the target, it was difficult to hit the target for Cat A and B for the end of the year.

The Committee agreed to go forward with a revision to the Register which would provide for all proposed inspections to be notified by the 15th March which would allow the two weeks to complete the target and hit the target.

C.G. would check this proposal with the SAT Members and if there were no issues raised, she would advise Symology to proceed with the revision. **Action – C.G. / Symology**

11. Dates of Future Meetings

The next meeting will be held on: - Thursday 23rd May 2019

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

The Future Meetings will be held on: -

August Meeting Thursday 22nd August 2019

November Meeting Thursday 21st November 2019

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

The meeting closed at 15.10