



NAREA ROADS AUTHORITIES & UTILITIES COMMITTEE

Minutes of the QUARTERLY MEETING

Date: Wednesday 4th October 2022

Meeting held online on MSTEAMS

Present:

Karyn Davidson (Chair)	K.D.	Vodafone
Caroline Auld	C.A.	Network Rail
Lee Broomhall	L.B.	Royal Mail
Michael Casey	M.C.	Royal Mail
Stefeni Cownley	S.C.	Espug
Ian Dalrymple	I.D.	Openreach
William Doyle	W.D.	Petroimeos
Irvine Ellis	I.E.	SSEN
Jim Forbes	J.F.	CityFibre
Lauren Goodman	L.G.	BEAR Scotland N.W.
Mike Gray	M.G.	Amey N.E.
Jason Halliday	J.H.	oSRWC
Barry Hall	B.H.	GTC-UK
Anthony Hart	A.H.	Transport Scotland
Garry Hay	G.H.	SSEN
Owen Harte	O.H.	Virgin Media
David Hearty	D.H.	MBNL – EE / 3
Colin Heggie	C.H.	Amey
Lindsay Henderson	L.H.	oSRWC
Alan Hutchison	A.H.	Tay Bridge Joint Board
Matthew Jones	M.J.	Last Mile - UK
Fiona McInnes	F.McI.	Scottish Water
Donald Macleay	D.A.Macl.	Western Isles Council
Alison MacLeod	A.Macl.	The Highland Council
Colin Matheson	C.M.	The Moray Council
Scott Alan Mathewson	S.Ma.	Angus Council
Stuart Monk	S.M.	MUA
Ronald Murray	R.M.	Petroineos
Ryan Newman	R.N.	Amey
Kat Quane	K.Q.	Transport Scotland
Neil Robertson	N.R.	Shetland Islands Council
Iain Ross	I.R.	oSRWC
Carine Russell	C.R.	GTC - UK
Ruth Scott	R.S.	NEOS Network
Lewis Stacey	L.S.	ABS Streetworks
Erin Wharry	E.W.	Balfour Beatty(AWPR)
Donald Wilson	D.W.	Orkney Islands Council
Lee Windsor	L.W.	Fulcrum

In Attendance:

George Borthwick	G.B.	Secretary
Robert Young	R.Y.	Scottish Government

Apologies:

Kevin Abercrombie	K.A.	Aberdeen City
Steve Ives	S.I.	Glide / Concept Solutions People
Darren Grant	D.G.	SSEN
Julie Greig	J.G.	SGN
Carole McDonald	C.McD.	CityFibre
Duncan MacLennan	D.MacL.	Openreach
Andrew Matheson	A.M.	Virgin Media
David Robertson	D.R.	Dundee City Council
Matthew Wylie	M.W.	Orkney Islands Council
Kenny Roy	K.R.	Orkney Islands Council

1. Welcome and Introductions

Karyn Davidson (Vodafone) welcomed all to the meeting of the NAREA RAUC and thanked all Representatives for attending.

Karyn read out a tribute to Douglas Hill (Angus Council) who had sadly passed away since the last meeting. Douglas had attended the last meeting but died shortly after that. Douglas's input to the Angus Council and the RAUC(S) Community was very much appreciated. The thoughts and best wishes of the Members are with Douglas's family.

Apologies were recorded as above.

A presentation by Philip Leiper (Aberdeenshire Council) had been cancelled as he was on leave. K.D. will contact Philip and ask him if he can be available to make the presentation to the next meeting in January.

Action – K.D.

2. Minute of the last Meeting held on 7th June 2022

a. Accuracy

The Minutes of the previous NoSRAUC meeting held on Monday 7th June 2022 on MS TEAMS were agreed as read.

b. Matters Arising

Matters arising from the previous meeting are recorded on the Action Tracking Summary.

3 Written reports from Local Co-Ordination Meetings

The Chairs of the Local RAUCs commented on their last meetings as follows: -

Aberdeenshire / Aberdeen City Councils – No Report submitted.

Highland and Moray – Alison MacLeod

The first meeting of the cluster was held on 1st September. There were no issues brought forward to this meeting.

Colin Matheson (Moray Council) commented that the closure at Orchard Road, Forres had been extended due to works overrun. The Scheme is due to be completed by 14th October 22.

Angus Council Scott Mathewson Reported: -

Angus Council is a member of the Tay Local RAUC Group which comprises Angus, Dundee City and Perth and Kinross Councils.

All Angus schemes are recorded on the Register.

There were no other matters to raise.

Comhairle nan Eilean Siar (Western Isles Council) Donald Macleay reported: -

The last meeting was held on 8th September. There were no issues to be remitted to this meeting.

There are major works planned at Loch-An-Obb in 2023. Discussions are ongoing with Openreach about the diversion of their cables. Dates for the works will be provided at the next meeting.

The first meeting of the Islands Local RAUC (Western Isles / Orkney Islands / Shetland Islands) was held. There was good discussion and the dates for future meetings were agreed. There were no issues to be remitted to this meeting.

Orkney Islands Council (David Wilson) and Shetland Island Council (Neil Robertson) had attended the meeting and at this time had no issues to remit from that meeting.

Tay Bridge Board

No major work this year but a programme of major work is planned in 2023 including joint replacement.

4. Matters Arising from the previous RAUC(S)

The draft minutes of the last RAUC(S) Meeting held on 29th June 2022 were noted with no issues raised. All were encouraged to read the draft if they had not already done so.

a. RAUC(S) Associated Working Groups Membership

The previously circulated Schedule was taken as read with the vacancies noted.

There is still a vacancy for an NAREA RAUC Representative on the Inspections Working Group.

All should consider where they can fill the vacancies. Volunteers are not required to be members of RAUC(S) or the Area Committees as it was the knowledge and experience which was required.

5. Government and S.R.W.C. Reports

a. Scottish Government Report

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

Progress is being made on the introduction of the various sections of Transport (Scotland) 2019 Legislation and the batch diagram had been updated to reflect the changes. K.Q. summarised the changes as follows: -

- All of the 'FPN' issues have been grouped thematically in the final batch, with in effect the 6 year guarantee (first item in batch 4) and the FPN for failing to comply with a compliance notice (final item in batch 3) having swapped positions. The 6 year Guarantee introduction date has not changed but the FPN items have been pushed into the future.
- Legal work has now begun on the compliance notice – at present no RAUCS input is required.
- RQP/Qualified personnel for roads authorities and starts/stops now confirmed for 01 April 2023. Scottish Government is aware of voluntary uptake of the RQP/Qualification requirements and support the voluntary use of the 'time' fields for starts/stops when available.

There appears to be an issue regarding the recognition of equivalent street works qualifications from the EU and Switzerland post EU Exit. Scottish Government and DfT for England have engaged with the SQA, and we believe this is very minor issue, however if RAUCS members are currently relying on transient workforces holding other recognised qualifications from other EU nations, please make contact to discuss.

Items which are still to be brought forward include: -

1. Compliance notices
2. Vault
3. Authorised Officers (Inspectors)
4. FPN review

The recent mini consultation on who requires to be accredited and qualified on site at any time has now concluded. Responses were received from S.U.s, R.As, contractors and the general public. The analysis of the responses is ongoing, and an update will be issued in due course. Thank you to all who contributed.

The PDG has formally remitted a paper to the RAUCS Coordination Code WG, covering the pending and the future reforms, as well as minor issues for update and review. The paper should form the basis of a minor review, with the 'deadlines' for the update largely flexible, allowing several months to implement / be part of a phased review.

Queens Lying in State

K.Q. commented on the fact that there had been no reported delays or problems due to roads issues relating to the Queens Lying in State (including the journey from Balmoral to Edinburgh or ceremonial arrangements). All Organisations were thanked for their arrangements over the period.

b. Performance Dashboard

The Committee received the reports as follows: -

T(S)A Webinar

The second Webinar for Senior Managers will be held on Thursday 27th October at 10am. Invitations have been sent out to all Senior and Primary contacts. The content will be high-level and aimed at Senior Managers.

Topics covered will include:

- Reinstatement Quality Plans (RQP) - update on progress
- Forthcoming Noticing changes
- Specification for Reinstatement of Openings in Roads (SROR) - proposed changes
- Further associated Legislative changes

Please encourage Senior Managers to attend. If you need the invite to be re-sent, please contact the office.

Dashboard - The SRWC 2022/23 Q1 Quarterly Dashboard was issued on 26 July. The Q2 dashboard will be available mid-October.

All Organisations should be aware that they must check their non-compliant performance and report their comments to the Commissioner via the enquiries@roadworks.scot e-mail address.

Improvement Plans

Currently 4 organisations, Axione, Cityfibre, Virgin Media and Fulcrum Pipelines remain on formal commissioner plans with all continuing to improve.

The next Improvement plan submissions are due on the 14 October 22.

The Commissioner has recently reviewed the performance of four organisations (ES Pipelines, Energy Assets Pipelines and mua Electricity) and deemed their improvement to be sufficient to allow their plans to be closed.

All the above Organisations are commended for their engagement with the office during the formal process.

Noticing Failures

The Utility average performance has improved by 0.9 % to 5.8% since 2021/22 Q4. Contact was made with the Organisations responsible for the previous high levels of non-compliance and improvements are being delivered.

Safety / Technical Standards

Research Project – Service Life of Reinstatements.

The research project on Service Life of Reinstatements is nearing completion. The field work has been completed and the focus group met on 2 September 2022. Initial results suggest that reinstatement quality has improved since the last exercise held about 10 years ago.

SROR Review

The group is progressing well and is continuing with fortnightly meetings. A paper is expected to be issued to the October RAUC(S) meeting.

The TAG group have not met since July so there is nothing to report.

Safety bulletins are still being sent out as and when they arise by RAUC(S) secretariat. All are again asked to share bulletins with the Community.

A further presentation was given to CityFibre in their Glasgow offices regarding performance and safety issues. If any other Organisation would like a similar presentation, please get in touch with the Commissioner's office.

Policy and Quality

2 hour Start / Stop recording via the SRWR Works Promoter App

An online survey of all organisations was held during August which generated a good response, with 48 organisations responding.

We are pleased to say most of the large organisations did respond, however it is disappointing that some did not. If your organisation did not respond, please do so to the o.S.R.W.C.

A summary of the results is as follows:

- 8 organisations currently using the app, with the majority recording low numbers of notices.
- 21 organisations currently not using the app, but intending to start doing so before 1 April 2023
- 19 organisations currently not using the app and not intending to do so. These are generally split between those who intend to phone their data to their office and others who will update Aurora via the live site on a tablet / laptop.

Interestingly, the organisations with the highest volumes of notices recorded using the app are Highland Council, Dumfries and Galloway Council and Scottish Hydro (SSE) which would suggest that 'not-spot' issues may not be as big a problem as first thought.

Following concerns raised by the Community, the Commissioner is trying to find a way to avoid works promoters being penalised if they use the Works Promoter app and there is a delay in it sending the notice to the register that is out with the users control.

Reinstatement Quality Plans

To date only 8 undertakers have submitted first drafts of their RQPs. These have been reviewed by the office and follow-up meetings held. The Commissioner is looking forward to revised plans being submitted soon and approved at an early date.

We are pleased to advise that the standard has been generally good, although we would make a couple of observations based upon the plans submitted so far:

- RQP must be in the undertaker's name, not the contractor's
- Requirements of the CoP must be met. RQPs used elsewhere in the UK should not be used without checking that they meet the relevant Scottish Legislation, Codes and Advice Notes etc.
- Plans that clearly do not meet these basic criteria will be returned

The Commissioner is very concerned that around half of all S.U.s have not engaged with the process so far, despite reminders having been issued. Given the volume of plans that will need to be reviewed, the Commissioner strongly recommends that these Organisations engage with office ASAP, otherwise there is a very real risk that their plan will not be approved by 1st April 2023. Please bear in mind that undertakers will be committing an offence if they undertake work without an agreed plan after 1 April 2023.

d. SRWR Report

Iain Ross reported as follows: -

Prescribed Fees and Amounts

All Invoices for the Prescribed Fees and Amounts for 2022/23 have now been paid.

Personal Details recorded on SRWR

Reminder to all Organisations that personal details (including someone's work email address) must not be recorded in any of the free text fields on the SRWR. Personal details (name, email, telephone etc.) should only be recorded in the contact sections of the relevant notices. For further information please see the Commissioner Direction 2 – GDPR and Open Data.

Changes to SRWR mapping services

Symology will introduce a new GIS server on Saturday 8th October which will improve the service resilience. The change, the following URL will need to be accessible through Aurora by your Organisation: -

aurora-gis.symology.net

Please ask your IT provider to check this URL is accessible. Further information can be found on the Aurora News Portal.

SRWC Monitoring of Inspections on SRWR

Please note that from 1 April, the Commissioner started tracking outstanding reinstatement defects. As such the requirement to: -

- Record a D/3 or DA3 pass following every defect remediation
- Record a D/2 or DA2 within 6 months of the prompted Due Date
- Carry out remedial repair within 6 months of reporting

should be carried out in all cases by R.As and S.U.s

A series of changes will be made to the SRWR in forthcoming months to enforce and report on these requirements. Further details on this roll-out will be provided in the Aurora News Portal.

SRWR Aurora Webinar

A webinar is planned to take place on Wednesday 12 October 2022 at 14:00 to 15:00 via Microsoft Teams. The topics to be included are: -

- Notice Posting Areas
- Surface Type and Base Material
- New Legislation
- Recent Enhancements

Details of how to join will be posted on the Aurora News Portal.

The Commissioner would like to remind all Organisations that these webinars are intended to inform their staff of upcoming changes to the SRWR and the general use of the system. The presentations are short and to the point. He strongly encourages all users to make use of these events.

Annual SRWR User Check

Each organisation has been sent a list of users accessing the SRWR in their name. In the interest of security all are asked to check this list for users who do not represent their Organisation. The report also contains details of the training carried out by each Organisation.

New Organisations on SRWR

Converged Communication Solutions Limited, a telecoms company, have been given access to the SRWR.

Broadband for the Rural North (B4RN) have indicated they no longer have assets in Scotland and don't intend to carry out any works. Since their road works were complete in 2017 and out of warranty the Commissioner has agreed to remove them from the register.

J.F. asked if the Defect Reports would be part of the KPI monitor. I.R. indicated that initially it would be for information but would ultimately be added to the Quarterly Reports.

In response to a comment that DBM was no longer an option on the new drop down list, I.R. asked for any such comments to be emailed to him and he would raise them at the SRWR Steering Group.

di. Advice Note No 22 – The use of Section 109 of the New Road and Street Works Act 1991

The Draft Advice Note and the accompanying Report were taken as read Any comments on the proposed changes should be sent to J.H. The RQP Advice Note will be revised to reflect the changes in Advice Note 22 and any other Codes / Advice Notes which were revised.

A Contractor working under a Section 109 Permit should be competent and hold the necessary accreditation and thus be able to carry out the works to the required codes and advice notes.

dii. Advice Note Review

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

In view of the various revisions to the Legislation the Commissioner's office have carried out a review of the existing Advice Notes and had categorised them as follows.

Minor changes (outdated references, old email addresses etc.), were identified on the following Advice Notes which were considered to be minor enough not to require prior approval from RAUC(S): -

- Advice Note 21 – Apparatus in Roads at Shallow Depth
- Advice Note 24 – Material and Trial Registers
- Advice Note 28 – Above Ground Apparatus

The required changes have been made and revised Advice Notes uploaded to the website.

Several Advice Notes were considered to be no longer required as the topics covered appear to have been included in later versions of the various Codes of Practice. These are: -

- Advice Note 20 – Procedure for Embargoes on Road Works
- Advice Note 23 – Use of Potential Work

The relevant Working Groups should review the above and confirm if the two documents can be rescinded permanently.

Some Advice Notes appear to remain relevant, however the view is that the content can be written into the Codes of Practice. These are:

- Advice Note 27 – Interrupted Works
- Advice Note 29 – Guidance on Core & Vac Excavation and Reinstatement

The relevant Working Groups should note these suggestions and consider their inclusion in the next review of their Code of Practice. These will remain on the website in the meantime.

The following advice notes are no longer considered to be good practice by the Commissioner and have been removed from the list of guidance on the Commissioner's website: -

- Advice Note 2 – Guidance on the Reinstatement of Friction Coatings and Coloured Surfaces
- Advice Note 13 – Mobile Working
- Advice Note 14 – Good Practice Guide to Setting Up Areas of Interest
- Advice Note 19 – Scottish Road Works Register 3rd Parties & Special Cases
- Advice Note 26 – Traffic Management in Roads in Advance of Activity Commencing

The relevant working groups are asked to review these and advise if these can be permanently rescinded or if new versions are required.

A diagram from the rescinded Advice Note 11 remains on the website. The SROR Working Group reviews will consider this for inclusion in the SROR or agree to its removal from the website.

6. Working Group Reports

i. National Coring Group

A.MacL. commented as follows: -

- Craig McQueen has retired from the group due to other responsibilities. A new Scottish Water Representative is required for the Group and the S.U. Representatives will need to agree a replacement Co-Chair.
- On behalf of the Area Representatives, C.McQ. was thanked for all his input and valuable support to the Group.
- The coring is generally completed.
- Sites on the trunk roads are being cored this week.
- The R.As should be checking their results and cores and arranging for meetings with the S.U.s to agree the final results.
- There have been problems with the coring programme in the old TayForth Area and to date no contractor has been appointed. This matter will be remitted to the RAUC(S) Meeting on 26th October 2022.
- The Coring Group are meeting again today.
- Alison MacLeod was thanked for her work on the NOSRAUC coring programme.

ii. Inspections Working Group

A NAREA replacement Representative is still required. Any volunteer should contact Karyn Davidson. With the revisions to the Legislation this Group will need to meet to deal with changes needed to the Code.

iii. SAT

Two members have stood down from the Team due to moving to new posts. It is possible that remaining numbers may be satisfactory due to the change to 4 Areas.

There is a need for the Groups to be fully resourced especially when the Legislation is changing leading to the need for revisions to the Codes and the Advice Notes. Group Leaders should be asking their existing Members if they intend to continue their work on the team so that the full extent of any required replacement can be assessed and dealt with.

The Secretary was asked to circulate the most up to date schedule of Working Group Membership. **Action – Secretary**

7. **Health and Safety**

a. **List of Plant Protection Systems**

All Organisations were asked to review the Schedule and send any revisions to the Secretary so that he can maintain a current listing.

b. **Emergency Contact Details**

All Organisations were asked to review the Schedule and send any revisions to the Secretary so that he can maintain a current listing.

8. **AOCB**

a) **Area RAUC Chairs/Co-chairs**

The Current schedule is up to date for N, W, and S Areas. In the EAREA, Perth and Kinross Council have agreed to Chair the meetings for the period 2024 / 26.

b) **Opportunity to discuss constitution changes to Area RAUC and or Co-ordination meetings**

There were no issues raised under this Item.

d) **Local Co-ordination Meetings (Chairs / Meeting Dates)**

The previously circulated paper was taken as read. All Local Coord Chairs should check data already recorded and / or send the Secretary any information which is yet to be recorded. The Chairs and the Secretary should endeavor to ensure that date conflicts are avoided as in some cases the S.U. representatives require to attend different meetings.

e) **CityFibre – Reinstatements Adjacent to Ironwork which Set Incorrectly**

The previously circulated paper was taken as read .

J.F. informed the meeting that CityFibre would not reset ironwork adjacent to or within their reinstatements and would carry out a reinstatement to the best of their ability to avoid leaving a hazard.

f) **N.E Trunk Road Operator**

The Committee noted that Amey had taken over this Contract from BEAR Scotland. The Secretary should check that the Amey Representatives are receiving invitations and papers for meetings.

g) ESPUG Contacts

Stefeni informed the meeting that this would be her last meeting for the present as she was going off on maternity leave. The new contact would be Shaylyn Landman - (shaylyn.landman@espug.com)
Best wishes to Stefeni were recorded.

9. Date and Venue of Next Meeting

The Next Meeting will be held on **Tuesday 24th January 2023 at 10.30am**

Subsequent meetings will be held on: - Tuesday 23rd May 2023 at 10.30am
Tuesday 19th September 2023 at 10.30am

Venue: -

Future Meetings for NAREA RAUC will be held on MS TEAMS unless otherwise informed.

The Meeting Closed at 11.35