



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

**Minutes of the
QUARTERLY MEETING**

Date: Wednesday 7th June 2022

Meeting held online on MSTEAMS

Present:

Karyn Davidson (Chair)	K.D.	Vodafone
Kevin Abercrombie	K.A.	Aberdeen City
David Armitage	D.J.A.	Aberdeenshire Council
Caroline Auld	C.A.	Network Rail
Lee Broomhall	L.B.	Royal Mail
Stefeni Cownley	S.C.	Espug
Ian Dalrymple	I.D.	Openreach
Irvine Ellis	I.E.	SSEN
Jim Forbes	J.F.	CityFibre
Julie Greig	J.G.	SGN
Jason Halliday	J.H.	oSRWC
Barry Hall	B.H.	GTC-UK
Kevin Hamilton	K.M.	Scottish Road Works Commissioner
David Hearty	D.H.	MBNL – EE / 3
Douglas Hill	D.Hi.	Angus Council
Lindsay Henderson	L.H.	oSRWC
Alan Hutchison	A.H.	Tay Bridge Joint Board
Rob James	R.J.	Network Rail
Matthew Jones	M.J.	Last Mile - UK
Philip Leiper	P.L.	Aberdeenshire Council
Fiona McInnes	F.McI.	Scottish Water
Donald Macleay	D.A.MacI.	Western Isles Council
Duncan MacLennan	D.MacL.	Openreach
Elizabeth MacIver	E.MacI.	The Highland Council
Craig McQueen	C.McQ.	Scottish Water
Andrew Matheson	A.M.	Virgin Media
Colin Matheson	C.M.	The Moray Council
Stuart Monk	S.M.	MUA
Ronald Murray	R.M.	Petroineos
Martin Orr	M.O.	BEAR Scotland
Kat Quane	K.Q.	Transport Scotland
Neil Robertson	N.R.	Shetland Islands Council
Iain Ross	I.R.	oSRWC
Wendy Ross	W.R.	Amey
Carine Russell	C.R.	GTC - UK
Ruth Scott	R.S.	NEOS Network
Lewis Stacey	L.S.	ABS Streetworks
Antony Thorpe	A.T.	Balfour Beatty (AWPR O & M)

Present continued:

Donald Wilson D.W. Orkney Islands Council

In Attendance:

George Borthwick G.B. Secretary

Apologies:

Garry Duncan	G.D.	SSEN
Steve Ives	S.I.	Glide / Concept Solutions People
Lauren Goodman	L.G.	BEAR Scotland
Mike Gray	M.G.	BEAR Scotland N.W. and N.E. Areas
Owen Harte	O.H.	Virgin Media
Carole McDonald	C.McD.	CityFibre
Philip McKay	P.McK.	Aberdeenshire Council
Alison MacLeod	A.MacL.	The Highland Council
Graham Milne	G.M.	oSRWC
Chris Murray	C.M.	Sky
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 first meeting of the NAREA RAUC and thanked all Representatives for attending.

Apologies were recorded as above.

1a. Promoter App Presentation – Iain Ross

Iain gave a short presentation on the App as follows: -

The location of a site can be found either on the mapping layer or by typing in the location e.g. Street name, LA Reference etc. The map on the screen can be zoomed either in or out in the usual way using two fingers to pinch in or spread out.

Sites will appear on the map as either a Blue Dots (works to start) or a Green Dots (to record clear / close details) These locations can be interrogated for details of the works and the actions required.

Details of the Start time and Closed / Clear Site times can be recorded. Where the site is in an area where there is no signal the details required can be recorded and the information with automatically download to the Register when the device comes back into an area with sufficient signal.

Other facilities include: -

A text box for providing additional information

Camera option to photograph the site and other details which can then be attached to the record.

The error correction is dealt with using the Register, so contact is needed with control to have the error reset.

The view was that specific training on the app would not be provided as it was not difficult to learn but if there are any queries, they will be answered by the Support Desk or Commissioner's office.

Mandatory recording of the start / stop times within 2 hours is required. The working day 0800 to 1630 allows the time to be recorded the following day up to 0930 if the work is closed / cleared at 1400.

Quality Plans can be held on the App but cannot be changed. A tick box is available to change from the default of RQP is available.

2. Minute of the last Meeting held on 2nd February 2022

a. Accuracy

The Minutes of the previous NoSRAUC meeting held on Monday 2nd February 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

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

Aberdeenshire / Aberdeen City Councils Philip Leiper reported: -

The joint meeting was not arranged for this cycle but will be organised for the next round. A presentation was given by Steerscore who deals with issues relating to mobility. They are interested in dialogue on works planning for the accommodation of persons with a disability and to improve the circulation of information relating to sites where alternative routes are required.

They are looking at the design of temporary ramps to advise on suitability for use on sites.

They are considering the development of a scoring methodology to assist in the design of sites to assist in the preparation of the layout etc,

Slides of the presentation are available.

Tour of Britain Cycle Race 2022 – The first stage of the Tour will be held on 4th September commencing in Aberdeen and following a route to the Glenshee Ski Centre. The event will affect roads in Aberdeen City and Aberdeenshire.

Aberdeen City Council Kevin Abercrombie reported: -

There had not been a meeting since January (which was reported to the NOSRAUC meeting in February).

There have been a number of Multi Utility Projects and meetings have been held to discuss arrangements.

Angus Council Douglas Hill Reported: -

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

All works in the Area are recorded on the Register.

There are no major events currently recorded as planned in the Area.

The Minutes of the last meeting will be posted on the RAUC(S) Web Site.

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

The next meeting is due this month but will be for only the Western Isles. The first cluster meeting with Orkney Islands Council and Shetland Island Councils will be in due course.

Moray Council Colin Matheson reported: -

Moray had been unable to attend the first meeting of the Highland / Moray Joint Local RAUC Meeting but had intended to do so.

Where necessary meetings were ongoing with S.U.s to discuss works.

There were no events currently recorded affecting the network.

Orkney Island Council Donald Wilson Reported

No issues to report to the meeting.

The first cluster meeting will be arranged.

4. Matters Arising from the previous RAUC(S)

The draft minutes of the last RAUC(S) Meeting held on 2nd March 2022 were noted with no issues raised. All were encouraged to read the draft if they had not already done so.

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

a. Scottish Government Report

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

The revisions to the Legislation resulting from the Transport (Scotland) Act 2019 were progressing and were now about 50% completed.

The legislation dealing with R.Q.P.s and Qualifications will be introduced from next April. There will be a short consultation on who requires to be qualified including who needs to be accredited on site at any time. The result may be that the current requirements are satisfactory, but the view was that the questions should be asked. All are asked to submit a response from their Organisation. SCOTs, RAUC(S) Jag and other Groupings can submit joint responses. TAG have been asked to make a formal response.

R.A. Qualification legislation will be introduced April 2023.

Soft launches will be used for these introductions.

VAULT will be mandatory from 2023 / 2024.

The introduction of Compliance Notices will require changes to Coordination Code & Inspection Code (AN15 potentially). In tandem with this the Commissioner will require to develop his staff to include Inspectors.

The FPNs will be subject to Review.

The Red Book is to be reviewed by the DfT. Scottish Representatives have been appointed to the Working Group to raise the needs of the Scottish Community to have them included in the draft which will be issued for comment.

As a result of the Ukraine / Russia conflict the availability of suitable crude oil for bitumen manufacture was reduced. Since then, other sources of crude oil have been found and the bitumen availability is back approaching normal. If there are any issues they should be passed to K.Q.

The NUAR consultation on their proposed VAULT type service for England and Wales has ended but if there is anyone who missed it they can still send comments to NUAR.

D.J.A. commented that the R.As must set the conditions for third parties working in the road and the requirement for the RQP will need to be added to the Terms and Conditions.

b. Performance Dashboard

L.H provided the following report: -

Jason Halliday (ex West Lothian Council) has joined the Commissioner's staff appointed to the post of Policy and Quality Manager. Jason's immediate focus will be on RQPs and will be contacting undertakers to discuss their plans for submitting RQPs in advance of the deadline of 31 March 2023.

Dashboard - The SRWC 2021/22 Q4 quarterly dashboard has been issued.

Performance – change of process for reporting

With the new Constitution and the RAUC's Area RAUCs meetings being held three times a year calendar, there is an expectation that the organisational performance information provided at the triannual meetings will not be as focused as previously. The Commissioner has therefore decided to introduce a more specific narrative of operational activity across all sectors. These changes will discuss Organisations who are operating at the opposite ends of compliant performance.

2021/22 Performance Reviews were issued on the 26th of May and the rating system adopted is either Well-managed, Satisfactory or Unsatisfactory. Multiple categories of non-compliance or year on year failure will rate an organisation as Unsatisfactory.

The performance by R.As in 2021-22 delivered 11 Well Managed, 16 Satisfactory and 7 Unsatisfactory which were East & South Ayrshire Council, Fife Council, Glasgow City Council, Highland Council, Perth & Kinross Council and Tay Road Bridge Joint Board. It should be noted that 2 authorities have delivered significant improvements during the latter period of the reporting year whilst 4 are required to provide information on their inspection processes.

Performance delivered by S.U.s is cause for concern as over 51% (16 No) of all operating (delivering works) Organisations have delivered an Unsatisfactory performance. 7 of those Organisations have delivered improvements during the latter part of the year. The following Organisations have been asked to contact the Commissioner – Borderlink Broadband Limited, ESP Electricity, Fulcrum Pipeline Limited, Hyperoptic, Indigo Pipelines, Last Mile Electricity Limited, Lothian Broadband, Verizon and Zayo.

4 Organisations have been rated as Well Managed (EE, GTC, Neos Networks & Network Rail) with 11 satisfactory.

All discussions relating to Unsatisfactory performance may result in Organisations being placed on a Commissioner Improvement Plan.

It should be noted that poor performance across back-to-back quarters will trigger intervention by the oSRWC.

Improvement Plans - 7 Organisations (Axione; Energy Asset Pipelines; ES Pipelines & Fulcrum) are currently on plans with all receiving assistance and co-operation to deliver a compliant performance. In addition (CityFibre, Virgin Media and MUA (formerly Murphy Gas) are on monthly monitoring with progress being delivered by all three.

Note that the next Improvement plan submissions are due on the 15 July 22.

Noticing Failures

The publication of the Performance reviews in May identified a concern around the Noticing Failure metric for S.U.s which has a 4% target. The S.U. average has increased from 5.8% to 6.7%. The indications are that the new Operators working within the Telecom sector appear to be responsible for the increase and more stringent monitoring is to be introduced for those who are non-compliant.

All Organisations should review non-compliant performance and should submit a Report to the enquiries@roadworks.scot e-mail address.

If there are any queries or comments on any of these items, please contact the office at the usual e-mail.

Performance Monitoring

The Commissioner would again like to remind R.As of the process in Chapter 7 of the Inspections Code of Practice which sets out how they should deal with undertaker performance concerns.

The chapter sets out the process for Improvement Plans and the escalation process to be followed.

Safety/Technical Standards

Research Project – Service Life of Reinstatements.

The research project on Service Life of Reinstatements has now commenced. The first stage is to identify older reinstatements to be visited and assessed by a small group of assessors. Over 250 potential sites have been identified and thanks go to the authorities who have provided historic coring data. Those individuals who volunteered to be part of the assessment team can expect to be contacted soon (if not already) to discuss the process.

SROR Review

The working group is progressing with the review and is now meeting fortnightly. Good progress has been made with a number of key issues worked through. A parallel group is being established to develop new Appendix 9 Trial Procedures to facilitate innovation.

TAG . is providing an update paper to the RAUC(S) meetings.

Safety Bulletins are being circulated by RAUCS Secretariat as they arise.

A presentation regarding performance and safety issues was given to CityFibre on 18 May 2022. If any other Organisations would like a similar presentation, please get in touch with the Commissioner's office. Please allow a reasonable amount of notice for it to be arranged.

c. Management Report

I.R. Reported as follows: -

Prescribed Fees and Amounts

Invoices for the Prescribed Fees and Amounts 2022/23 were issued on 1 April 2022. As of 30th May 2022, over £519k has been collected from 53 of the 93 Organisations. Payment was due by 1st June 2022 and reminders have been issued.

User Satisfaction Survey

The SRWR User Satisfaction survey is now complete with a total of 245 responses received from a pool of around 2000 users. The response is overall positive from a good mix of R.As and S.U.s at all levels of staff. The findings have been passed to the SRWR Steering Group to consider if any action is required.

d. SRWR Report

Implementation of the SRWC Monitoring of Inspections on SRWR

The implementation of these changes has been delayed.

As from 1st April 2022 the Commissioner expects that the requirement to

- i. record a D/3 or DA3 pass following every defect remediation
- ii. record a D/2 or DA2 within 6 months of the prompted Due Date
- iii. carry out remedial repair within 6 months of reporting.

will be followed correctly in all cases by R.A's and S.U's.

A series of changes will be made to the SRWR to enforce the process and report on the performance. These changes will be delivered via three tranches as detailed on the SRWR Aurora News Portal. In summary: -

- Tranche 1 around end of Q1 – ability to clear Cat A without remedial phase.
- Tranche 2 around end of Q2 – clear down of old prompts
- Tranche 3 around end of Q3 – changes to prevent removal of prompts going forwards

New Organisations

There are three new Organisations on the SRWR, namely: -
Broadway Partners Limited (a telecoms company)
Persimmon Homes Limited (a telecoms company)
Moray Offshore Windfarm (West) Limited (an electricity company).

6. Working Group Reports

i. National Coring Group

C.McQ. reported as follows: -

The programme is being progressed based on the old 5 Area RAUCs however the final reporting will be edited to reflect the 4 new Area RAUCs.

The Group is meeting regularly to receive progress reports and to agree any actions required to maintain the programme.

Trojan has been appointed to carry out the programme in the NoS Area and are due to commence coring.

The Areas which are having problems will be chased up.

ii. Inspections Working Group

A replacement Representative is still required for Kevin Price who has retired from the Moray Council. This will be discussed further but if there are any volunteers, they 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.

J.F. indicated that all Contractors etc. were being instructed that they must use the correct signs and barriers with CityFibre logos / information on them. There had been issues with defective signing being reported on sites which were not relevant to the S.U. operating the works. All Organisations should be doing the same to ensure that information signs and barriers carry the correct logos relevant to the Organisation responsible for the site and wrong equipment should be collected and returned to the correct S.U. / R.A.

This matter will be raised at all meetings.

9. 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 but the R.As still have to complete their succession list going from 2026 onwards.

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

There were no issues raised under this Item.

10. Date and Venue of Next Meeting

The Next Meeting will be held on **Tuesday 4th October 2022**

VENUE – MS TEAMS

Future Meetings for NRAUC to be agreed for 2023.

The Meeting Closed at 11.44