

**NAREA ROADS AUTHORITIES & UTILITIES COMMITTEE**
**Minutes of the  
QUARTERLY MEETING**
**Date: Wednesday 23<sup>rd</sup> May 2023**
**Meeting held online on MS TEAMS**
**Present:**

Karyn Davidson (Chair)	K.D.	Vodafone
Kevin Abercrombie	K.A.	Aberdeen City
Nick Brett	N.B.	Openreach
Lee Broomhall	L.B.	Royal Mail
Sharon Burns	S.B.	GoFibre
Rob Cowan	R.C.	Wi-Fi Scotland for Internetty
Ian Dalrymple	I.D.	Openreach
Scott Dryden	S,D.	Angus Council
Irvine Ellis	I.E.	SSEN
Jim Forbes	J.F.	CityFibre
Ross Gray	R.G.	SSE for Optimum Power Systems
Garry Hay	G.H.	SSEN
David Hearty	D.H.	MBNL – EE / 3
Rob James	R.J.	Network Rail
Glen Jones	G.J.	Hyperoptic
Matthew Jones	M.J.	Last Mile – UK
Chris McCarte	C.McC.	Energy Assets
Jordan McDonald	J.McD	CityFibre
Fiona McInnes	F.McI.	Scottish Water
Donald Macleay	D.A.Macl.	Western Isles Council
Alison MacLeod	A.MacL.	The Highland Council
Craig McQueen	C.McQ.	Scottish Water
Andrew Matheson	A.M.	Virgin Media
Colin Matheson	C.M.	The Moray Council
Graham Milne	G.M.	oSRWC
Jim Moran	J.M.	Lothian Broadband
Peter Mortan	P.M.	Angus Council
Ryan Newman	R.N.	Amey
Simon O'Neill	S.O'N.	Broadway Partners
Elaine Paterson	E.P.	BEAR Scotland
David Robertson	D.R.	Dundee City Council
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
Donald Wilson	D.W.	Orkney Islands Council

**In Attendance:**

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

**Apologies:**

Caroline Auld	C.A.	Network Rail
Garry Duncan	G.D.	SSEN
Darren Grant	D.G.	SSEN
Julie Greig	J.G.	SGN
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
Owen Harte	O.H.	Virgin Media
Lindsay Henderson	L.H.	o.S.R.W.C.
Gareth Hughes	G.H.	Lothian Broadband
Steve Ives	S.I.	Glide / Concept Solutions People
Philip Leiper	P.L.	Aberdeenshire Council
Elizabeth MacIver	E.MacI,	The Highland Council
Ronald Murray	R.M.	Petroineos
Kat Quane	K.Q.	Transport Scotland
Kenny Roy	K.R.	Orkney Islands Council
Graham Slorach	G.S.	Netomnia
Brian Strachan	B.S.	Aberdeenshire Council
Sarah White	S.W.	Internetty
Matthew Wylie	M.W.	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.

Apologies were recorded as above.

**Presentations**

**a. UCI Cycling World Championships      Peter Houston (Transport Scotland)**

Presentation not available.

**b. A9 Reinstatement Trials Report      Ian Dalrymple (Openreach)**

Ian introduced the paper on the Appendix 9 Trial on cold lay material reinstatements which is being carried out in Perth and Kinross. The trial is being carried out in collaboration with Openreach, Perth and Kinross Council, o.S.R.W.C. and Viatec.

He introduced Nick Brett who would give the presentation.

The Trial was to look at the viability and benefits of carrying out permanent cold lay material reinstatements. These could be covered in the following categories: -

Infrastructure

- Reduction in damage to the road structure
- Quick restoration of the road.
- Less material waste.
- Lower costs.
- Reinstate in any weather conditions.

#### Environment / sustainability

- Reduce carbon footprint with less transport runs.
- Ability to reinstate in varied weather conditions.

#### Speed of construction

- Reduction in disruption to road users allowing efficient management of the network.

#### Innovation

- Use of new materials and methods to produce the best results with approved / accredited quality materials.

#### Background – 15/10F Alternative and 30/14c Alternative

Prove that these materials, although not HAPAS approved, are fit for purpose in carrying out permanent reinstatements.

These products are produced by Viatec in a modern asphalt plant type matched to BSEN13108 asphalt mixes.

Viatec indicates that it has similar performance to HRA and is mixed when required on site using cold water.

The trial covers footway and carriageway reinstatements. One completed carriageway site has been reinstated with half cold lay and the other in hot lay asphalt to compare the performance of both materials.

The presentation listed the sites which had been reinstated in the trial with photographs indicating the finished reinstatements.

a short discussion is summarised as follows: -

- There is general satisfaction with the trial so far. Full inspections are still required and will be ongoing.
- Viatec had recommended the use of the 30 / 14 product for the reinstatements.
- No texture depth tests had been carried out on the existing sites. It would be too late to carry out these tests now.
- Will be doing more carriageway sites as and when they are available. The provision of sites from other R.As will be welcomed.
- The material is expensive but that must be set against delivery of hot material from the quarry (vehicle haul / small quantities etc). Openreach are of the

opinion that this material would be helpful for reinstatements on the islands where hot material is not always available.

### **c. Broadband Rollout Update**

**Robert Young (Scottish Gov)**

R.Y. commented as follows: -

The R100 Programme is a Scottish Government initiative to connect as much of the country as possible to superfast broadband. Delivery is in 3 parts:

- i. Commercial Deployment by telecoms operators without government funding
- ii. Scottish Government Main Contract, in three lots, is being delivered by BT/Openreach, and makes up most of the 114k premises to be connected, almost exclusively using Fibre to the Premise technology.
- iii. Scottish Government Superfast Broadband Voucher Scheme (SBVS) in which telecom operators can claim up to £5k to connect approved premises not in R100 or commercial operators plans using their own infrastructure, with Fibre to the Premise technology and also fixed mobile, fixed wireless and satellite solutions. There are over 60 registered suppliers

In March I wrote to all Council Roads Leads advising them of deployment plans for 2023 and asking to contact myself ([Robert.young@gov.scot](mailto:Robert.young@gov.scot)) or the Deployment Managers Steve Wicks ([stephen.wicks@gov.scot](mailto:stephen.wicks@gov.scot)) or Neil McGrain ([neil.mcgrain@gov.scot](mailto:neil.mcgrain@gov.scot)) if they have any significant issues with the deployment.

## **2. Minute of the last Meeting held on 24<sup>th</sup> January 2023**

### **a. Accuracy**

The Minutes of the previous NoSRAUC meeting held on Monday 24<sup>th</sup> January 2023 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 – Kevin Abercrombie

There were no issues to report to this meeting.

Highland and Moray – Alison MacLeod

Following the last meeting there were no issues to report to this meeting.

Angus Council - Peter Morton Reported: -

There were no matters to raise.

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

There were no issues to report to this meeting. Any issues were dealt with locally. The next meeting will be held on 30<sup>th</sup> May 2023.

Orkney Islands Council - Matthew Wylie reported : -

There were no issues to report to this meeting.

Shetland Island Council – No report to this meeting.

There were no issues to report to this meeting.

Three Island Authority meeting: -

The meeting had been held but there were no issues to report to this meeting. The Joint Meeting is being treated as a R.A. meeting and discussions were proving useful.

Tay Bridge Board – Alan Hutchison reported: -

Major work is planned in May / June this year including joint replacement.

Concern was raised about meeting dates clashing causing difficulties for the S.U. Representatives who should be attending more than one location. All Local RAUC Chairs including the Secretary should check the date clashes and where required / possible dealt with.

**Action – R.A. Local RAUC Chairs / Secretary**

#### **4. Matters Arising from the previous RAUC(S)**

The draft minutes of the last RAUC(S) Meeting held on 22<sup>nd</sup> February 2023 were noted with no issues raised. All were encouraged to read the draft if they had not already done so.

- a. A presentation was given by Peter Houston on the arrangements for UCI Cycling World Championships which would be held at various locations throughout Scotland Between 3<sup>rd</sup> August and 13<sup>th</sup> August 23. In the NAREA a Mountain Bike event would be held in the Fort William Area between the 3<sup>rd</sup> and 5<sup>th</sup> August. Embargoes would be arranged and recorded in the Register.
- b. The requirements for the 2hr Stop / Start recording and monitoring was noted.
- c. There was discussion about the requirement introduced by one of the R.As for portable traffic signals applications to be paid up front. There was no decision made on this issue and it may be considered further but it appeared that it was an arrangement which would be universal in due course with the introduction of computer payments systems.

#### **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 ongoing on the introduction of the various sections of Transport (Scotland) 2019 Legislation and the batch diagram had been updated to reflect the changes introduced from 1<sup>st</sup> April 2023 and going forward.

- The updated batch diagram has been circulated. There is now an approximate timeline of commencement and regulation over 2023 – 2024. Legal issues for the introduction

of compliance legislation including Compliance Notices and Compliance Officers is currently ongoing to be in place later in 2023. VAULT is likely to be mandatory from April 2024. Some provisions may come in earlier – e.g. settling the status of vault plans. These changes will require a review of Advice Notes 1 & 5 with updating as required.

- After the current batch (above), dealing with Compliance Officers (Authorised Officers), Compliance Notices and Vault is in place, the final batch, (FPN review) will begin. This includes the key commitment to linking FPN value to an index, to keep the level of FPNs relevant.
- The Annual Fees consultation will take place later in the year. The existing two year instrument will revert to an annual instrument. RAUC(S) members will, as is custom, be specifically invited to respond and are encouraged to do so. The consultation may contain some additional road works issues to be consulted on. The electronic format allows you to ignore a question but all should indicate they are not responding with “No response” or equivalent comment. This would assist in the analysis of the responses.

#### Ministerial Codes

- The SROR was submitted to the Minister for Transport and the RQP Code will likely follow after the summer recess.
- The UK wide Safety Code (Red Book) and Diversionary Code (Matters Necessary etc) will be submitted to a similar process in due course when the respective reviews are completed.
- The HAUC UK review of the Safety Code has begun, with RAUC(S), oSRWC and Scottish Government representation on the panels. Following the HAUC UK review, the DfT ‘formal review’ will be carried out. Their version will require the Ministers of each devolved nation to assess the document individually. It is essential that in consultations RAUC(S) is able to form a view on the finalised document and feed in any concerns via the working group.

#### Scottish Parliament Changes

- Mr. Humza Yousaf MSP was appointed as First Minister of Scotland in March. As the former Minister for Transport and Islands, he was the Reviewing Minister for the Barton Report and therefore takes to post a background knowledge of road works legislation.
- Mr. Kevin Stewart MSP was appointed as Minister for Transport.

### **b. Performance Dashboard**

The Committee received the reports as follows: -

#### **Annual Performance Reviews**

The Reviews will be sent out to the Primary Contacts and the Chief Executives by the end of May. Organisations with poor performance will be asked to respond with their comments on the relevant issues raised by the Commissioner.

#### **Dashboard**

The SRWR 2022/23 Q4 dashboard which was issued at the end of April 2023 was taken as read.

Inspection indicators have been added to the dashboard and a decision on inclusion within the existing monitoring process will be made during the reporting year.

Indicators targets for 2023/24 remain unchanged.

## **Start/Stop**

The Legislation changed on 1 April 2023 to require a Works Start/Stop notice to be recorded on the Register within 2 hours of works starting / completing. This is being monitored.

The Commissioner is extremely disappointed to observe a significant increase in noticing failures across the whole community. Non-compliance levels increased for Roads Authorities and Utility companies to 8% and 11% respectively. Those Organisations with unacceptable levels of failure have been contacted and asked to provide guidance to their operational teams and to date 10 out of 21 Organisations have provided a response. Monitoring of this increase will continue monthly.

The Commissioner would like to remind Organisations that the SRWR Works Promoter App is the recommended method of recording these notices. Uptake of the app remains low, with only around 7% of applicable notices updated using this option since 1 April. If your Organisation is not using the App they are asked to review their arrangements.

## **Commissioner Improvement Plans**

The following 4 Organisations, Axione, CityFibre, Lothian Broadband and SGN are still on plans with all continuing to provide positive improvement and engagement with this process.

The next Improvement plan submissions are due on the 14 July 2023.

## **Policy and Quality**

### **Reinstatement Quality Plans**

Out of the 56 undertakers 40 have now had their ROPs approved. The approved plans cover approximately 99% of all works undertaken. The Commissioner would like to thank all for their efforts in achieving this level of approval.

This still leaves 16 undertakers which do not have approved RQPs. The Commissioner would like to remind undertakers that they will be committing an offence if they undertake works in the Road without an agreed plan.

## **Safety / Technical Standards**

### **Compliance Officers**

Drafting of a Code of Conduct and associated Job Outlines has commenced. The Commissioner's intention is to undertake recruitment by the end 2023.

In preparation for Compliance Officers starting, the oSRWC is trialing the use of dashcams to capture sites from moving vehicles. Non-compliant Organisations will be issued with compliance notices where failings are identified. Initial trials have found significant non-compliance, both with regards to sites not having valid notifications and those with non-compliant TM.

There was some concern raised about this method of inspection and how it accords with the current Codes and Advice Notes.

This is currently a trial and further comment will be made as the process is developed.

### **Research Project – Service Life of Reinstatements.**

The research project on Service Life of Reinstatements has been complete and the report approved by the Scottish Road Research Board. The Report will be published on the SRRB website in due course and a presentation will hopefully be arranged for a future RAUC(S) meeting.

### **SROR Review**

The SROR Ver. 5 text was approved at RAUC(S) in February. The Commissioner has now passed the document to Transport Scotland with the recommendation that it is published as soon as possible for implementation from 1 October 2023.

The TAG group met in April 2023 and the Commissioner's office Representative had been omitted from the invite. The omission was noted by the Group and rectified. Invitations will be sent out for the next meeting. There is therefore nothing to report.

The Safety at Street Works and Road Works Code of Practice (red Book) Review by HAUC UK has been commenced with R.A., S.U., oSRWC and Transport Scotland Representatives from Scottish Community involved.

Safety bulletins still being sent out as and when they arise by RAUC(S) secretariat.

The oSRWC Newsletter will be issued in due course.

F.McI. indicated that staff training on the SROR would be required before it was introduced on 1<sup>st</sup> October this year. This would be required by all staff and not just the Inspectors. She queried if trainers and Training material was being revised. This included the material and questions used in the Accreditation examination.

C.McQ. commented that revision to the examination questions was urgently required firstly to remove those based on the English codes etc and also to accommodate the revised SROR.

Some concern was expressed about the dashcam trials referred to above. Although these were trials there was a need for data to be collected in accordance with the Codes and Advice Notes and a degree of consultation was required. As part of the process the S.U.s requested sight of the monthly results. **Action - oSRWC**

J.F. commented that there was a need for Inspector training to improve consistency across the Community.

J.G. indicated that the Inspections Working Group were reviewing the training and were considering the provision of a webinar as an initial solution. The Community are asked to provide input to the Working Group to assist them in the training development. **Action – J.G. / Community**

### **d. SRWR Report**

Iain Ross reported as follows: -



## Prescribed Fees and Amounts

Invoices for the Prescribed Fees and Amounts 2023/24 were issued on 1 April 2023. To date approximately £720k out of the £950k total, (from 64 of the 98 Organisations) has been collected. Payment is due by the 31<sup>st</sup> May and reminders will be issued to the slow payers. If payment is not received by the due date the use of the Register can be withdrawn.

## Sharing SRWR Logins

During a recent audit Symology noticed suspicious usage of the Vault system, with a single user logging in and out multiple times a minute. This raised concern that someone was attempting to extract data - a misuse of their access to Vault. Following investigation, it was discovered that this anomaly was due to a large number of individuals sharing a single login to the SRWR which is in breach of the SRWR Terms of Use.

The Commissioner reminds all users their login details must not be shared. Each individual must have their own login to the system. An Organisation can have as many unique logins as they need. Logins found to be used by multiple individuals will be deactivated.

## Non-corporate email addresses

As a result of the above misuse, the Commissioner has been reviewing the policies relating to who gets access to the SRWR. The security of the system is dependent on Administrators only giving access to users they recognise as working for their Organisation or their contractor.

To prevent access being given to a third party not affiliated with an organisation the SRWR will no longer accept users email addresses from non-corporate systems e.g. those from Google, Hotmail, Yahoo, AOL etc.

Members expressed concern about this issue because in the rural and Island areas very small businesses, in some cases just a family are employed. In these situations, the use of a corporate address could be difficult to manage. This would need to be considered by all Organisations. Existing users will be reviewed. **Action - All**

## Vault Update

Symology will be circulating a 4 phase plan describing changes to the Vault service that will allow: -

- The display of BT data on both the SRWR Aurora web interface and the SRWR Vault Mobile App.
- Update the asset symbology used to allow asset owners to highlight assets which pose a higher risk.
- Regroup the assets by type (e.g. Electricity, Water, Gas, etc.) rather than the organisation providing the data.

These changes will need users of the SRWR Vault Mobile App to update the software on their devices. Data providers will also be required to identify the type of each asset in their submission (particularly the R,As who should be providing S109 asset information).

## VAULT Usage

The oSRWC has noted that some Organisations are using VAULT as the prime source of plant data rather than applying for plans directly from asset owners. While this is the long term aim of Vault it is at this time only be used to identify which Organisations have assets in the area.

Until asset owners have approved Vault for this use, detailed plans should be sought from the asset owner directly, prior to commencing excavations.

### **Gazetteer ASD Geometry**

As previously reported, the Commissioner continues to carry out a review of the Gazetteer Associated Data (ASD) records for compliance with the SDTF Ver. 4 Specification.

From the latest data extracted on 17 April 2023, 24 of the 42 gazetteers passed validation. The Commissioner was pleased to note improvement across the board. All but one authority showed improvement.

The Commissioner wants to remind the authorities that providing a Street Gazetteer is one of the statutory duties for a road works authority under the NRSWA. Repeated failure to supply compliant data could lead to a Commissioner Penalty. The Commissioner requests that all authorities put in place appropriate resources to ensure a compliant Gazetteer is provided by the May deadline which is now past.

Anyone who wants to check their data should contact the Improvement Service ([gazhelp@improvementservice.org.uk](mailto:gazhelp@improvementservice.org.uk)).

### **Inspection Units**

The Commissioner has noted that the data used on the SRWR to estimate Inspection Units has been wrongly including non-excavation works. To avoid this being a problem the Commissioner would like to remind all Organisations of the following:

- The number of sample inspections to be undertaken must be set in agreement between R.As and S.U.s.
- While the SRWR can provide an estimate (based on inspection units recorded against works for the previous three years) this figure should be used to inform discussion rather than be treated as the final figure.
- If an undertaker plans to carry out more, or less, works in an R.A. area, they should provide the relevant R.A. with details to help agree an appropriate number of inspections to be carried out.
- Once a figure is agreed, the R.As should work with Symology to ensure the targets used on the SRWR match those agreed with the S.U.s.

The error in the report is being corrected by Symology and is currently planned for release around 1 June 2023.

### **RQP on Notices**

Each notice now has a tick box to indicate an undertaker has an approved RQP in place (or the promoter is an authority and does not need one). This is a requirement of the new legislation. It is pre-ticked to minimise the impact on users creating notices. Please note that notices for S109 works will also have the new tick boxes added shortly, confirming the applicant is aware of the requirement on them to have an approved RQP.

## **New Organisations on SRWR**

Nexfibre Networks Limited (previously Virgin Media Networks Limited, not to be confused with Virgin Media Group), Cornerstone Telecommunications Infrastructure Limited, Fibrus Networks Limited and Giggle Fibre Limited have been given access to the SRWR. All are telecoms companies.

Optify Mediaforce Limited (who were previously PCCW) have changed their name to Wifinity Limited and Forbury Assets Limited have changed their name to Optimal Power Networks Limited.

An SRWR Users Webinar is planned for 20<sup>th</sup> June 2023. Information will be advertised on the SRWR. Topics are likely to include Stop / Start recording and changes to the Register.

## **6. Working Group Reports**

### **i. National Coring Group**

The final match between Appendix A and B data and the results posted on the Register is being carried out by the Group Co-Chairs and L.H.

A.MacL. is tidying up the data for the NOS Area and ensuring data matches. This work is almost completed.

J.F. thanked all who had worked on the Programme.

### **ii. Inspections Working Group**

The Group continues to meet and they have been considering the development of a risk based method of assessing defects.

A paper will be submitted to RAUC(S)

### **iii. Coordination Working Group**

The Group have been meeting and discussing advice for the recording of Stop / Start notices on the Register and changes required by the revisions to the Legislation.

Discussion will be held on the list of changes raised by J.H. in his review of the Advice Notes.

### **iv. SROR Review Group**

See notes above in the Commissioner's report.

### **v. SAT**

The work of the Team is ongoing with no issues to be reported to this meeting.

### **vi. SRWR Steering Group**

The work of the Group is ongoing with no issues to be reported to this meeting.

### **vii. RQP Working Group**

See notes above in the Commissioner's report.

The Group is not meeting at present but if there is a problem they will reconvene.

## 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 which was circulated and send any revisions to the Secretary so that he can maintain a current listing on the Web Site.

## 8. **AOCB**

### a) **RAUC(S) / Area RAUC Meeting Dates 2023**

The content of the schedule was noted. K.D. reminded the Representatives that her 2 years as Chair were coming to an end and an R.A. Representative (Highland Council) would take over.

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

The Committee noted that the Schedule was up to date except for completing the information for the Tay LRAUC.

### c) **Temporary Speed Limits – TTROs**

A.MacL. asked the R.A. members how they dealt with speed limits in their Area for roadworks.

Orkney – Blanket Order for their road works.

Moray - Blanket Order for their road works.

Western Isles – use individual orders which are discussed with the Police.

A.MacL. will deal with this offline with the other R.A. Representatives.

### d) **Lothian Broadband**

They now have an approved RQP.

The local Representative is Jim Moran and he will arrange for his contact details to be circulated.

They will arrange for their Out of Hours Contact Information to be added to the Schedule.

## 9. **Date and Venue of Next Meeting**

The Next Meeting will be held on **Tuesday 19<sup>th</sup> September 2023 at 10.30am**

**Subsequent meetings will be held on: - To be Agreed**

**Venue: -**

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

**Meeting closed at 11.55**