



Notes of Meeting

Meeting	Roads Authorities and Utilities Committee (Scotland)		
Place of	Meeting held on MS TEAMS		
Date:	Wednesday 2nd December 2020		
Present: -	Martin Polland (R.A. Co-Chair)	M.P.	Transport
Scotland	Jim Forbes (S.U. Co-Chair)	J.F.	CityFibre
	David Armitage	D.J.A.	Aberdeenshire Council
	Caroline Auld	C.A.	Network Rail
	Clive Bairsto	C.B.	Street Works UK
	Jamie Barr	J.B.	East Renfrewshire Council
	David Capon	D.C.	JAG UK
	David Carter	D.C.	South Lanarkshire Council
	Gerry Cullen	G.C.	Traffic Scotland
	Karyn Davidson	K.D.	Vodafone
	Darren Grant	D.G.	SSEN
	Jane Dunlop	J.D.	O.S.R.W.C.
	Julie Greig	J.G.	SGN
	Kevin Hamilton	K.H.	Scottish Road Works Commissioner
	Stuart Harding	S.H.	City of Edinburgh Council
	Jason Halliday	J.H.	West Lothian Council
	Alan Heatley	A.H.	Midlothian Council
	John Henderson	J.H.	Scottish Borders Council
	Rob James	R.J.	Network Rail
	Ian Jones	I.J.	Fife Council
	Stephen Kitt	S.K.	BEAR Scotland
	Fiona McInnes	F.McI.	Scottish Water
	Alison MacLeod	A.MacL.	The Highland Council
	Craig McQueen	C.McQ.	Scottish Water
	Andrew Matheson	A.M.	Virgin Media
	Clare O'Brien	C.O'B.	Argyll and Bute Council
	Kat Quane	K.Q.	Transport Scotland
	Alex Rae	A.R.	SGN
	Stephen Scanlon	S.S.	Openreach
	Ruth Scott	R.S.	SSE Telecom
	David Shaw	D.S.	Ayrshire Roads Alliance
	Kevin Skinner	K.S.	Scottish Water
	Calum Stewart	C.S.	Glasgow City Council
	Elaine Stewart	E.S.	Scottish Power Energy Networks
	Scott Walker	S.W.	Clackmannanshire Council
	Mark Wrightson	M.W.	Openreach

In Attendance: -

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

Kevin Abercrombie	K.A.	Aberdeen City Council
Gavin Cook	G.C.	East Renfrewshire Council
Stephen Finch	S.F.	Openreach
Owen Harte	O.H.	Virgin Media
David Hearty	D.H.	MBNL-EE/3
Ewan Hogg	E.H.	Falkirk Council
Robin Pope	R.P.	Highland Council
Iain Ross	I.R.	O.S.R.W.C.

1. Introduction and Apologies

Jim Forbes welcomed everyone to the Meeting and indicated that Martin Polland would join the meeting as soon as another meeting he was involved with was finished.

The apologies were noted as above.

J.F. on behalf of the RAUCS Community welcomed Kevin Hamilton as the new Commissioner to the meeting and hoped he would soon settle into the post.

- a. Safety Contact – There was no Safety Contact delivered to the meeting.

2. Minutes of Meeting of 2nd September 2020

a. Accuracy

The Minutes of the previous meeting held on 2nd September 2020 were agreed as read.

b. Matters Arising / Action Tracking Summary

The Action Tracking Summary was reviewed and updated.

3. Presentation – No Presentation

4. RAUC(s) Working Group Reports

a. National Coring Programme

The Committee noted that: -

- The Coring Working Group will meet in January to review the last Programme and the Advice Note No. 3.
- The recommendation in the final report is that another coring programme should be carried out. The introduction of the Quality Plans is not going to happen in the immediate future and there needs to be a continuing monitor of the reinstatement quality performance.

- The S.U.s met and agreed that there was not a need for another programme. The performance was continuing to improve, and possibly internal coring and reporting should be sufficient to demonstrate performance ongoing.
- Comment was made that the introduction of the legislation covering Quality Plans would not affect another plan, or maybe 2 programmes being progressed.
- The performance has improved but there are still failures which need to be addressed as the condition of the road network was suffering.
- A suggestion that a higher percentage of internal core results could be considered as it would reduce the work required to complete a future coring programme.
- Comments were made that the programme uses valuable staff resources and slows progress on other work. To complete the programme and get the results posted takes at least 2 years which means the data is out of date.
- The Quality Plans would be introduced in due course but there is no date for that to happen. They would then have to run for a period to enable data to be collated. In the meantime, there is a need to continue with a coring programme to monitor the quality of reinstatements.
- S.H. commented that there was still poor performance on reinstatements being recorded in the Coring programme therefore there is still a need to continue the testing and monitoring to ensure that the required quality is achieved.
- M.P. commented that as a Community it was essential that performance could be measured and demonstrated. The Scottish Water internal coring programme should be considered in the development of the way forward.
- A.R. suggested that internal coring carried out by the Organisations own operatives should be considered even if they are not Accredited. There is a need for the whole Community to work together to ensure quality as it affects all.
- The balance of the programme from 20% / 80% Internal Cores / Programme Cores to a greater percentage of internal cores could be considered.
- The performance is essential, and data should be shared via the Register so that there is an ongoing record. The possibility of reviewing the results and setting coring requirements based on performance should be considered i.e., poor results require more cores taken and good performance reduces the cores to be taken.
- A summary of the discussion is as follows: -
 - Quality is essential and must be monitored. A consistent approach must be taken to provide a standard level of coring being used to avoid arguments about the results.
 - Method of coring and producing the results needs to be to a Standard otherwise it is not consistent and is not a Quality Monitor.
 - The need for Accreditation of the coring squads and the producer of the results needs to be agreed.
 - The Quality Plans are not going to provide the required monitor for some time yet.
 - A coring programme appears to be needed.
 - A revised hybrid programme should be considered. This could reduce the staff resources required.
 - Advice Note No. 3 will need to be revised to accommodate whatever plan is agreed.
 - The O.S.R.W.C. could provide assistance in the formulation and administration of a programme.
- A programme should be progressed with coring of 1st January to 31st December 2021 reinstatements. The Working Group was tasked with reviewing the comments which had been made. The Working Group will be meeting in January and will report on progress made to RAUC(S) in March 2021. **Action – C.McQ. / I.J.**

b. Advice Note No. 8 – Temporary Traffic Signals Review

The Committee noted that: -

- The Working Group had been meeting and had produced a draft which would be circulated for comments. **Action – J.G. / Secretary**

- L.H. had joined the Group to provide experience on Traffic Management.
- J.G. thanked all for their input to the Review.

c. Inspections Working Group

The Committee noted that the content of Advice Note No. 15 has now been included in the Inspections Code so it can now be cancelled.

The Advice Note will be removed from the Commissioners Web Site. **Action – O.S.R.W.C.**

d. Quality Plans Working Group

A meeting of the Group will be held on Thursday 3rd December to review the progress on the development of the plans so far.

e. Working Group Recruitment

The updated Schedule had been circulated to this meeting.

Coring Working Group

It may be necessary to replace some of the members of the Group, but the existing Representatives will attend the next meeting in January. A report will be made to the next RAUC(S) meeting and a request will be issued to the Area Meetings for new Representatives where required. **Action – C.McQ. / I.J. / Secretary**

SAT - Revise Clare Gordon to Clare O'Brien.

Quality Plans – A chair for the Group is required. M.P. will try again to find a volunteer. **Action – M.P.**

5. Area RAUC(s) Action Reports

a. NoSRAUC Area

The previously circulated Report from D.G. was taken as read with the following comments: -

- Tommy Deans was thanked for Chairing the meetings over the last 2 years.
- There was a good attendance at the meeting.
- There were no issues to be escalated to this meeting.

b. South East Area RAUC

The previously circulated report was taken as read with the following comment from F.McI.: -

- There were no issues to be escalated to this meeting.

c. South West Area RAUC

The previously circulated report was taken as read with the following comments from A.R.: -

- The attendance was good.
- No issues to be escalated to this meeting.

d. TayForth Area RAUC

S.W. reported that: -

- The attendance was good.
- No issues to be escalated to this meeting.

e. WOS Area RAUC

SS. reported as follows: -

- A good meeting was held with all Representatives given the opportunity to report on their operations.
- Renfrew had raised concerns that conflicts were being ignored resulting on some problems with other works in the area and with existing traffic management arrangements.
- Queries were raised about the JAG UK invoices and what service was being provided.
- There are some problems holding Local Meetings due to I.T.

A.R. indicated that all Chairs should attend the RAUC(S) meetings. S.W. will raise this matter at the next TayForth Meeting. **Action – S.W.**

6. RAUC(s) Business

a. Safety – Issues for Consideration

The circulation of safety bulletins was now a regular event and they were providing valuable training materials for toolbox talks. All should share alerts from their own Organisations. T.D. was thanked for driving safety at meetings.

E.S. was thanked for the Safety Contact and volunteers would be welcomed to provide Safety Contacts to future meetings. **Action - All**

7. HAUC (UK) and Associated Subgroup Report

a. Report

C.B. provided the following verbal report: -

There are increasingly good attendance levels at the Committee meetings. Thanks to all present for support at HAUC UK and its subgroups.

The HAUC UK Conference will be held on 20th May 2021 unless Covid 19 prevents it happening. An alternative virtual meeting may be arranged if Covid is still a problem. The virtual meeting will likely be held over the 3 days around the 18 – 20 May. There is a meeting imminently when this matter will be reviewed.

HAUC App – The App development is ongoing taking on board the need to accommodate working and legislative arrangements north and south of the Border. The testing programme is due to finish soon and it is hoped to go live on the 20th December 2020.

A demo will be provided to the next RAUC(S) meeting.

HAUC Training and Accreditation

Meetings have been held with the providers and the paper testing is already available. The plan is to roll out the electronic version On 1st June 2021.

The focus beyond this will be on the Quality of Training which needs to be reviewed in a timely fashion and this will be raised at the next HAUC UK meeting.

The Coordination Code was issued on 4th September for guidance.

The Red Book is to be reviewed including requirements for active travel plans for pedestrians and cyclists. This will be progressed through 2021.

Inspections are being reviewed. The possibility of a 3-tier approach will be considered where the numbers of Inspections an Organisation receives depends on their standard of performance above and below the agreed mean level. An Inspection Fee of £120.00 will be considered.

b. HAUC UK Vision 2025

This is a 5-year horizon document prioritising items which will be developed. The Committees have reviewed it and it was well received.

JAG UK and Streetworks UK are formulating strategic plans to implement the vision though these are yet to be developed. The plans will contain the main issues to be taken forward. The industry have indicated interest in the plans.

c. Geomatic Survey Outcomes – and Safety Webinar.

The Webinar Link will be circulated from 9th December to provide information which it contains.

Safe excavations are included in the Webinars. Information is being sought on the content for development. They provide a good insight to management of sites. These webinars will provide an important safety and training aid. There have been a few surprises in the information collected so far.

Plant strikes are high and need to be addressed.

The Link will be circulated.

Action – D.C.

d) Diversionary Code Review

A review of the Diversionary Code is to be commenced. D.J.A indicated that he would be prepared to continue to sit on the Group as a Scottish Representative. Kat Quane and the O.S.R.W.C. will also have an interest in the development of the Code.

Consideration will be needed on whether Scotland will use a National code or if they will want to produce a Scottish version.

The S.U.s have agreed that the S.U. Scottish Representative will be A.R. The Secretary was asked to update the Representative Schedule.

Action – Secretary

The DfT is happy for the review to proceed. The input from the Scottish Representatives will assist in drafting the Code and they can provide comment on where it needs to accommodate the SRWR and the methods of operation desired in Scotland.

K.Q. indicated that, should the new National version not meet the needs of the Community north and south of the border a Scottish version would need to be developed possibly with changes made where required.

The Scottish Representatives will be D.J.A. and A.R. with the Commissioner appointing a member of his office to sit on the Group.

e) HAUC UK Working Groups – RAUC(S) Reps

The Secretary was asked to add K.Q. to the TAG and HAUC UK lists.

Action - Secretary

8. Standing Reports

ai. The Scottish Road Works Commissioner's Report

J.D. comment as follow: -

- The Commissioner started on 9th November and is now settling into the post. He has attended the Area meetings in the November Cycle and will over a period attend Local meetings to introduce himself and find out the format of discussions at these meetings.
- Commissioner has commenced the review of the SROR following the request from Transport Scotland. Due to several issues the review is behind schedule and it is now likely to be April 2022 when it is published.

There was a good response to the consultation and thanks was recorded to all who provided input. All were asked to submit responses to further consultations when invited.

The data received from the consultation is being collated and scored before being circulated to the Working Group members.

The milestones will be agreed and issued in due course.

Quarterly reports will be issued to the Area RAUC Meetings.

The final draft will be circulated February / March 2021 prior to being passed to the Minister for final approval to publish.

If in the meantime there are any queries they should be passed to the Commissioner's Office.

- Recent guidance bulletins on risk assessment and face coverings were issued from the Scottish Government via SRWC. There have been no other formal updates since 22 June 2020. The effect of the pandemic is continuing to change, and it is possible that the Scottish Government / SRWC will need to issue further guidance on undertaking road works. Any new publications will be issued via the SRWC to the list of primary contacts and senior managers held by the SRWC.
- The sum to be collected for the Fees and Amounts has been set at £915k which is up from last year's sum of £911k. If any Organisation requires information on their share of the fees, they should contact I.R. As last year a quotation will be issued to all Organisations in March to allow them to prepare for making an early payment. The estimate provided at any time up until the invoices are issued can change if Organisations join or leave the Matrix. The change is liable to be small.

iii. Performance (Dashboard)

The Previously circulated Q2 Dashboard was taken as read with the following comment: -

- All problems associated with working within the Covid 19 pandemic were noted and allowances would be made in reviews of performance.
- The work being carried out by R.As was still down on pre-Covid 19 operations but the S.U.s were generally back up to speed.
- There was an increase in the number of potential Notice failures, which could be due to dealing with reprogramming of works and restarting works which had been stopped during the lockdown.
- Any problems or issues with the Dashboard should be passed to Graham Milne.
- Some results which were expressed as a percentage have been changed to a number as this presented the result more clearly.
- The Annual Performance Reviews for 2019 / 20 were issued in August to all Organisations. Covid 19 did not fully affect programmes until mid-March 2020 so did not affect the results of the Reviews to any extent.
- A total of 5 Organisations, (4 RA's and 1 S.U.) were asked to contact the oSRWC to comment on aspects of their 2019/20 performance. They have all responded.
- All Organisations subject to previously issued Improvement Plans (5 R.As and 7 SUs) have submitted their Q2 2020/21 plans and the oSRWC has now started the next round of follow up review meetings. Several Organisations have delivered improvements and they are scheduled to have their plans closed later this year.

The submission date for the Q3 2020/21 plans is Friday 15 January 2021.

- As previously reported the Commissioner issued penalties totalling £94k to 6 Organisations for failures in the Coring Programme. The penalties have all been collected.

b. Policy Development Group

K.Q. updated the meeting as follows: -

- Guidance has been issued on the use of face coverings. These deal with working in communal areas and spaces including the use of vehicles.
- Any new Covid 19 guidance will be issued to the Community as it has been to date through the SRWC / oSRWC.
- The current Covid 19 Tiers were all allocated.
- There has been no change to the rules for road works during the pandemic. Organisations should note the tier where the site is to be located and use risk assessment prior to commencing the work to ensure safe operations.
- If there is an option to work in a lower tier area, then it should be taken.
- The Commencement for the Transport Scotland Act may be agreed for April 2021 but there is no final confirmation yet and it could be affected by the Brexit arrangements and the 2021 Elections. K.Q. will provide a summary of the position on the progress to date.

c. Management and Operation of the S.R.W.R.

ci) Quarterly Management Report (Includes Vault Update Report and Gazetteer Update Report)

The following comments were made: -

- The new version of the Register has been bedding in and although there are still problems being found the system is now working well.
- There have been problems with data / report extraction and a Working group has been working with Symology to remedy them. Already there have been updates issued which are providing reports closer to those used on the old version of the Register.

cii) Vault Update

The previously circulated report was taken as read. All Organisations should ensure they are keeping their data up to date.

ciii) Gazetteer Update

The previously circulated report was taken as read. All Organisations should ensure they are keeping their data up to date.

civ) Gazetteer Highlight Report

There were no issues raised under this Item.

9. A.O.C.B.

a. COP 26 – Glasgow October / November 2021

M.P. gave an update on the COP 26 event which was cancelled in November 2020 but is now planned for November 2021.

There will be a significant number of embargoes on roads in Glasgow and very likely in other areas to accommodate delegates staying and attending events across Scotland. The Clydeside Expressway and the area round the SECC will be closed for some 6 to 8 weeks before the event and for some weeks after. Embargoes should be notified to the Community as soon as possible and S.U.s should be considering completing works some 5 weeks in advance of the event. The embargoes will be governed by the COP 26 Management and it may not be possible to issue details as early as would be desired. There is a possibility that all main routes in Glasgow may be affected.

There will be areas which will require special access arrangements and all S.U.s will require to make the required arrangements for emergency access to deal with their plant.

VIP delegates and their staff will be accommodated across Scotland so the embargoes will not just be in Glasgow.

This is the biggest event ever held in Scotland with Senior Foreign Government Leaders and their staff from all over the world.

MP/AR will continue to attend COP26 meetings and will provide feedback as and when more detailed information becomes available.

b. Meeting dates for 2021

The previously circulated schedule of meeting dates for 2021 was agreed as read. The meetings are likely to be held online but arrangements will be made for venues for any face to face meetings when required.

c. Review of Future Meeting Arrangements

The previously circulated Maps of Scotland indicating revised Area and Local meeting groupings were taken as read with the following comments: -

Some comments have already been received indicating there are groupings which are not satisfactory as they do not relate to the operations on the ground. The Working group would welcome comments and suggestions as the existing Committees will know what is likely to work and what will not. All should remember that the purpose of the review is to reduce the number of meetings held to help S.U. Representatives who have to attend meetings across Scotland and to focus attendance on Local meetings where coordination is the priority on the Agenda.

The number of R.As in one grouping is not fixed so more can meet in one group and less in another.

There will be further meetings of the Working Group so all should submit comments as soon as possible. The recommendations will be submitted to the Community for consideration / comment so it will be January 2022 before the final plans are rolled out.

d. Advice Note No. 4 - Revised Inspections, Defects & Other Charges

There are some revisions needed to this Code to bring it up to date.

The Committee agreed that the review would be carried out by the Inspections Working group and remitted the task to J.G. / S.W. **Action – J.G. / S.W.**

e. Access Forms for Working on the Trunk Road Network

M.P. was asked to raise this matter again with the relevant member of staff in Transport Scotland as it was about 12 months since it was agreed that the completion and submission of the applications would be online linked to the Register. **Action – M.P.**

10. Dates of Next Meetings:

AGENDA MEETING

RAUC(s) Meeting

Wednesday 17th February 2021

Wednesday 3th March 2021

The Venues for the two meetings will be MS TEAMS.

Future Meeting Dates: - To be agreed.

**RAUC(s) Agenda
Setting Meetings (Venue MS TEAMS)**

**RAUC(S)
Meetings (Venue MS Teams)**

**Wednesday 19th May 2021
Wednesday 18th August 2021
Wednesday 17th November 2021**

**Wednesday 2nd June 2021
Wednesday 1st September 2021
Wednesday 1st December 2021**

The meeting Closed at 12.20