



## Notes of Meeting

**Meeting**      **Roads Authorities and Utilities Committee (Scotland)**

**Place of**      **The Business Centre, Edinburgh City Chambers, High Street, Edinburgh**

**Date:**        **Wednesday 4<sup>th</sup> December 2019**

**Present:**

<b>Alex Rae (S.U. Co-Chair)</b>		<b>A.R.</b>	<b>SGN</b>
<b>Martin Polland (R.A. Co-Chair)</b>		<b>M.P.</b>	<b>Transport Scotland</b>
David Armitage	D.J.A.		Aberdeenshire Council
Caroline Auld	C.A.		Network Rail
Angus Carmichael	A.C.		Scottish Road Works Commissioner
Duncan Carrick	D.Car.		East Dunbartonshire Council
Gerry Cullen	G.C.		Transport Scotland
Karyn Davidson	K.D.		Vodafone
Tommy Deans	T.D.		BEAR Scotland
Jane Dunlop	J.D.		O.S.R.W.C.
Allan Falcon	A.F.		Openreach
Stephen Finch	S.F.		Openreach
Jim Forbes	J.F.		City Fibre
Darren Grant	D.G.		SSEN
Julie Greig	J. G.		SGN
Jason Halliday	J.H.		West Lothian Council
Stuart Harding	S.H.		City of Edinburgh Council
Lisa Haston	L.H.		SPEN
Alan Heatley	A.H.		Midlothian Council
John Henderson	J.H.		Scottish Borders Council
Ewan Hogg	E.H.		Falkirk Council
Robert James	R.J.		Network Rail
Ian Jones	I.J.		Fife Council
Fiona McInnes	F.McI.		Scottish Water
Robert Mackay	R.Mack.		East Renfrewshire Council
Craig McQueen	C.McQ.		Scottish Water
Andrew Matheson	A.M.		Virgin Media
Robin Pope	R.P.		Highland Council
Kat Quane	K.Q.		Transport Scotland
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
Scott Walker	S.W.		Clackmannanshire Council
Stuart Watson	S.W.		Argyll and Bute

**In Attendance:**

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

Kevin Abercrombie	K.A.	Aberdeen City Council
Clive Bairsto	C.B.	Street Works UK
David Capon	D.C.	JAG UK
Graeme Davidson	G.D.	MBNL-EE/3
Tom Flaherty	T.H.	City of Edinburgh Council
Owen Harte	O.H.	Virgin Media
David Hearty	D.H.	MBNL-EE/3
Elaine Stewart	E.S.	Scottish Power Energy Networks
Mike Unsworth	M.U.	Openreach

### 1. Introduction and Apologies

Alex Rae welcomed everyone to the Meeting.

The apologies were noted as above.

### 2. Minutes of Meeting of 4<sup>th</sup> September 2019

#### a. Accuracy

The Minutes of the previous meeting held on 4<sup>th</sup> September 2019 were agreed as read.

#### b. Matters Arising / Action Tracking Summary

See the Action Tracking Summary for update together with the following comment: -

4<sup>th</sup> September 2019

Item No. 6d.- Remits from SRWR Steering Group - Areas of Interest

All areas of interest should have been submitted but there are still some organisations which have still to respond. If the submission is not provided by Friday 6<sup>th</sup> December it will not be accepted and a default will be provided. The next opportunity to submit information will be in 3 months.

#### bi. Plant Provision in New Developments

The previously circulated paper was commented on as follows: -

- There will be revisions made before the proposal is progressed.
- If any R.A. decides to use the draft as a basis for their own Prospectively Adopted Roads Code they should advise D.J.A.
- A further report will be submitted to RAUC(S) once the proposal is trialled.
- Persimmon Homes have Code Powers for telecoms.
- The proposal will result in the road being restricted following the laying of the wearing course.
- Once the road is Prospectively Adoptable the R.A. has powers over access.
- If there are any comments or suggestions, they should be passed to D.J.A.
- Roads which have been given Prospectively Adoptable status will be reported to the Local RAUC meetings as a standard agenda item.

### **3. Presentation – The Transport (Scotland) Act 2019 – Kat Quane, Transport Scotland**

The Transport Bill was approved by Parliament and was subsequently given Royal Assent on 15th November 2019.

It is not yet enacted but all can consider what actions they will require to take to comply with the subsections when they are commenced.

The Commencement Schedule will be prepared and issued in due course with the first Items being introduced in the spring. One of the first actions will be to deal with the legal and financial liabilities of the Commissioner.

Parliament time is needed to progress some subsections.

A guide to the Act will be prepared and will be issued potentially for the March RAUC(S) Meeting.

The preparation of the Quality Plans needs to progress. The S.U.s have been preparing drafts and will advise when they are ready for the R.A. input. The full working group would then be pulled together to produce the final drafts. The R.As may be asked to prepare a Quality Plan for their Reinstatements. The Commissioner asked for the R.As to become involved sooner than later with 3 or 4 Representatives attending the Group. The Commissioner's Office has been collecting data on sites from inspections it has been making. There is a need now to collate this information.

The Plans will cover signing, lighting and guarding as well as the standard of the reinstatement.

The S.U.s will need to submit the draft Plans to their management for approval.

K.Q. took this opportunity to indicate to the Committee that she was assisting Westminster with a survey of recording plant strikes. This is not a name and shame survey but is looking for examples of good practice in recording and dealing with strikes.

The outcome would be recommendations on practice which will see Organisations working together to deal with the strike and the remedial work.

### **4. RAUC(s) Working Group Reports**

#### **a. National Coring Programme**

The Committee noted that: -

- Regular meetings are being held to ensure that the required progress is being made and to deal with any problems.
- Any disputes should be dealt with as they occur so that there is no problem at a later date delaying the completion of the programme. The dispute procedure is explained in the Advice Note.
- Progress is generally good with the Lead Representatives chasing up any R.A. which is apparently falling behind.
- There are still some cores / results which have not been delivered and agreed with the S.U.s. The contractor is being chased up. There is still the time available to catch up but all must be pushing forward.
- All results (passes and fails) when agreed, must be recorded on the Register.
- C.McQ requires Appendix A, B, and C report schedules to be sent to him. The three sections need to be collated and any ambiguities dealt with.

- The depth of core on Type 1 roads can vary depending on the binder pen used. There has been some confusion with the results due to ambiguities in the Reinstatement Code. If the delivery tickets are not available to confirm the pen used, a binder recovery test needs to be carried out. C.McQ. can assist with more information if required.
- The SROR Working Group will be asked to correct the data in any revision of the Code.
- Appendix 11.1 has the correct information on the pen / thickness.
- Where required Jim Clegg and Lead Authorities will be asked to push stragglers. The RAUC(S) Co-Chairs will provide pressure if needed and the Commissioner will speak to any R.A. which is falling behind the milestones.
- SPEN indicated concern that several sites still had to be cored. This will be investigated.
- The problem with contacting some small S.U.s has been addressed.

#### **b. SROR**

The Committee noted that: -

- The review of the SROR is on hold pending the publication of the SROH.
- The Commissioner indicated that the management of the review of the Code is likely to be out with RAUC(S) with direction coming from the Government with RAUC(S) invited to provide input.
- The Extended Guarantee will be progressed in the revision as it was a Ministerial requirement.
- The SROH will be considered as a base document which can be Scottified. This will be dependent on the content of the SROH.

#### **c. Inspections**

The Inspections Working Group received a request for clarification on the d2 inspection procedure. A note has been added dealing with the d2 follow up inspection.

The request for the inclusion of risk based assessment of defects has not been progressed at the present as it was considered out with the current remit. The R.As agreed that the risk based assessment could be included for further discussion by the Group in due course.

The Commissioner indicated that I.R. had some concern about the draft and asked for consultation with him before the draft was approved. I.R. would be contacted and any further queries dealt with.

Unless there were any major changes the draft would be approved and published. **Action – J.G. / S.W. - Co-Chairs / I.R.**

The Committee asked the Secretary to record their thanks to the members of the Group and those who had submitted comments for all the work on the review.

#### **d. Co-ordination**

D.S. indicated that the review was still on hold pending the publication of the Act. The Review can now be progressed.

#### **e. Gazetteer**

The following comments were recorded:-

- 7 R.As had been using (free of charge) the Road Net software for maintaining their Gazetteers however they were now being asked for a financial contribution for the development of the package to accommodate the new conventions which will be introduced early in the new year.

The Commissioner indicated that a meeting was arranged to discuss the problem. M.P. will circulate the outcome of the meeting. **Action – M.P.**

Following the presentation at RAUC(S) earlier in the year the information on the new conventions does not appear to have been passed down to the relevant Gazetteer managers in the various R.As. More information needs to be given to SCOTS on the need for a good gazetteer for the Register and the One Address Scotland Gazetteer in order that staffing resources were provided to deal with maintenance and development.

## **f. Working Group Recruitment**

The updated Schedule had been circulated to this meeting. It was noted that the Groups are fully represented at present.

At the last Shetland Local RAUC Meeting I.R. and L.H. attended via telecom. Skype or equal will be trialled at the next NOSRAUC meeting to allow “attendance” of Representatives who would have a distance to travel i.e. from the Island Councils.

## **5. Area RAUC(s) Action Reports**

### **a. NoSRAUC Area**

T.D. provided the following report: -

- K.Q. had updated the meeting on the progress on the Act and how it would be phased in.
- Comment was made on the Safety Bulletins which had previously been circulated with all being encouraged to circulate them within their Organisations as a training aid.
- There had been an incursion into a site on the A83. The details were recorded on site and subsequently passed to the Police who charged the driver who was brought to court and fined and banned from driving.
- A suggestion is being made to the small S.U.s to use Skype / teleconferencing to attend the meetings.

### **b. South East Area RAUC**

The Committee noted the content of the previously circulated Report and comment was recorded as follows: -

- The Improvement Plan Summary report was updated and circulated to the meeting.
- The National Coring Programme is progressing to time.
- Scottish Borders had recorded incidences of needles being taped to temporary road signs which are likely to cause injury to operatives.
- T.M. planning is being carried out using online maps which do not take account of the actual physical nature of the site. There needs to be an accurate plan with the proposal which takes account of the physical features which are not obvious on a digital map or may have been changed since the mapping was prepared.

S.W. suggested that there is a need for a national standard to be produced. A review of Advice Note 8, which needs an update, could be a starting point with this matter being included in the remit to the Working Group.

The volunteers to carry out the Review are J.G. / K.S / J.H. and E.H. The group will be added to the Recruitment Schedule and the agenda **Action – Secretary**

c. South West Area RAUC

D.C. reported on the meeting as follows: -

- Risk Based Assessment was discussed and D.S. agreed to raise again at the RAUC(S) Meeting.
- The progress on the National Coring programme was considered.
- An update on the Act was provided to the meeting.
- The Aberdeenshire paper on dealing with plant in new roads using the Prospectively Adoptable Road status was discussed. South Lanarkshire are looking to use planning legislation to deal with the problem. The proposals and how they operate would be watched with interest.
- Comment was made on the safe routes through sites for persons with a disability. The availability of the Video from the Commissioner's Office and the likelihood that it would soon be available on the web was noted. The suggestion that MACS be approached to give a presentation to operatives on this matter was also noted.

d. TayForth Area RAUC

Items discussed at the meeting were summarised as follows: -

- An update on the Act was provided by K.Q.
- Late delivery of some cores had affected progress on the coring programme.

e. WOS Area RAUC

The issues raised and discussed echoed what was discussed at the other meetings.

## **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 were asked to share safety events which occurred in their Organisation with the Community. It was possible that a shared event could save others from an accident. The web link to the safety video had now been circulated. All should watch it and consider using it as a training aid.

### **b. Improvement Notices**

The previously circulated Action Tracking summary was taken as read and comments were made as follows: -

Edinburgh City indicated that there had been an improvement in performance and hoped to close the Notices before the end of the year.

The Secretary was asked to check that the SGN Notice for performance in Edinburgh was already closed.

**Action - Secretary**

### **c. FPN Hearings**

No new Hearings reported.

#### **d. Remits from SRWR Steering Group**

Items discussed by the SRWR Steering Group were summarised as follows: -

- Details of the Areas of Interest should have been passed to Symology for the transition to Aurora. The closing date for submission of information was now passed but Symology may accept a late entry. Failure to submit will result in a default being provided but it may result in Notices from out with the required Area being delivered.
- Training for Aurora will be provided free on line from 10<sup>th</sup> February to 8<sup>th</sup> June. The users must pass the module tests before they are given access to the Register. The transitional training should be sufficient for new users to be provided with access.
- Ongoing training Modules will be provided in the same way and will be available after 8<sup>th</sup> June free online. There will be several Modules which will be compulsory for new users and they must pass them to be given access. Users will be able to take a refresher course using the modules or to dip in to a module to confirm they are using the system correctly.
- Several Modules will be released to SAT to audit and provide feedback to Symology.
- The content of the Register remains the same as at present but the format of the pages and method of operation have been improved to reflect current computer practice.

#### **7. HAUC (UK) and Associated Subgroup Reports**

##### **a. Report**

There was no report from HAUC UK. The Secretary will circulate any report which comes forward from D.C.

It was noted that British Telecommunications plc had won the Contract in Scotland for Reaching 100. This Organisation actually holds the Code Powers and it appears that Openreach is only a tier 1 Contractor.

##### **ai. Convention Update**

Preparations for the Convention next year have commenced. As 2019 the event will be held at the Emirates Old Trafford Cricket Ground in Manchester on 14<sup>th</sup> May 2020.

##### **aii. The HAUC UK App**

No update was available.

##### **b. HAUC (UK) Advice Notes**

No new Advice Notes were issued for comment in the last quarter.

##### **c. Training and Accreditation**

The previously circulated Report was taken as read. The Group are developing the Question Bank for the accreditation awarding.

##### **d. Diversionsary Works**

No issues were raised.

## **e. Reinstatements**

The progress on the preparation for publishing the SROH is ongoing.

## **f. Safety at Road Works**

M.P. will check out what is happening with this Group and remind the Chair that a Scottish representation is required.

## **g. Records**

No issues raised.

## **h. Representation on HAUC UK Subgroups**

The previously circulated Schedule was taken as read. There were no changes to the listing.

## **8. Standing Reports**

### **a. The Scottish Road Works Commissioner's Report**

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

- The Commissioner commented on the Act as follows: -
  - An Inspectorate will be set up in due course.
  - All should be noting the content of the Act and should be preparing to meet its requirements. The red book will become mandatory so all should be preparing to work to it if they are not doing so already.
  - J.D. is drafting a job specification / description for the Inspectors.
  - The financial / legal liabilities of the Commissioner will be dealt with at an early stage.
  - There will be a morning seminar in Victoria Quay on the 1<sup>st</sup> April to review the Act. The event is focused on senior / middle managers.
- The Performance Reviews were issued and the meetings with Representatives from Organisations which had poor performance were ongoing.
- In relation to the last Performance Review the Commissioner has noted that there has been sufficient improvement by some Organisations in the monitor of their performance for their Improvement Plan to be closed in the next quarter.
- Due to systematic poor performance, four S.U.s have been issued with penalty letters advising that the SRWC is considering the imposition of a penalty.
- Some Organisations have indicated that they have difficulty replicating the Report results produced in the Commissioners Quarterly Reports. The suggestion was made that these reports depend on the cut off dates used and this should be checked with G.M.
- Some Organisations are using the Reports to advise management of good or bad performance in order that actions can be taken, especially in the case of bad results, to deal with the problem.

### **b. Policy Development Group**

K.Q. commented on the Scottish Government matters as follows: -

- K.Q. advised the Committee about a firm called Scotland's Bravest Manufacturing Company which is based in Renfrewshire is making temporary road signs. The workforce uses Services

veterans and persons with a disability and helps them get back into employment. T.D. indicated that Bear Scotland were purchasing signs from them and using their recycling facility.

A fact sheet will be issued via the Secretary.

**Action – K.Q. / Secretary**

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

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

The previously circulated reports including the Commissioner's Bulletin were taken as read with the following comments: -

- The draft Matrix for the Fees and Amounts has been circulated.
- The Fees for next year are up by circa £60k. This is due to the accrued income which was available in previous years having been used up.
- The payment period for the Fees invoices will revert to 60 days from the 1<sup>st</sup> April. These are Statutory invoices and must be paid within the 60 days.
- The numbers of Notices issued to 7<sup>th</sup> January can be used to set the final fees which will be used unless Organisations come off or are added to the Register.
- Where an Organisation requires a Purchase Order they should request it prior to 1<sup>st</sup> April.
- There is currently a Scottish Government consultation open on the Fees and Amounts which closes in January. All should endeavour to send in a response.
- The introduction training for Aurora will be free on line from 10<sup>th</sup> February to 8<sup>th</sup> June. All Operators must pass the Modules before they will be given access to the Register.
- The ongoing training will also be free online and will be available to operators to use at any time to revise or extend knowledge. This facility will contain a number of Modules for new users and they must be passed to gain access.
- 16 Organisations had not submitted their revised Areas of Interest. The next opportunity to do so will be in 3 months.
- New S.U.s have been asked to attend RAUC(S) meetings. They should at least be attending the Local meetings but may also attend the Area meetings. Some have indicated they would attend the RAUC(S) meetings but this is not allowed for in the existing Constitution. The revision of the Constitution should take this matter on board.

#### **cii) Vault Update**

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

The FAQ Sheet has been revised and published on the Web. All Staff dealing with VAULT should be aware of new content.

BT hope to be able to provide plant data via VAULT by the end of March.

If there are submissions not recorded on the Report they should be reported to I.R.

#### **ciii) Gazetteer Update**

The previously circulated papers were 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.

**cv) Annual Fees and Amounts 2019 / 20 – Draft Matrix**

See above.

**d. SCOTS Report**

M.P. will circulate information on relevant matters from SCOTS via the Secretary. **Action – M.P. / Secretary**

**9. A.O.C.B.**

**a. Meeting Dates for 2020 – RAUC(S) Community Diary**

The previously circulated paper on the new diary was taken as read. The diary will allow for easy transfer of dates to members e diaries.

All Chairs / Secretaries should pass their meeting dates to the Secretary for uploading to the Diary.

**b. RAUC(S) Community Constitution**

A report on the Working Group discussions on the Constitution will be circulated in due course. The suggested meeting timetables will be: -

RAUC(S) and Area Meetings – Every 4 months (reduction to 3 meetings per year)

Local Meetings – Every 6 weeks

Another suggestion will be that suitable mergers of local meetings should take place.

**c. Retiral of Robert Mackay**

The Committee noted that Robert Mackay was retiring and this would be his last RAUC(S) meeting. On behalf of the Community the Co-Chairs thanked Robert for his input to the Community and wished him a long and happy retirement.

**d. Stephen Finch Move to a New Post within BT**

The Committee noted that Stephen Finch was moving to a new post within BT and this would be his last RAUC(S) meeting. On behalf of the Community the Co-Chairs thanked Stephen for his input and wished him well in his new post.

The Co-Chairs welcomed Allan falcon to RAUC(S) as Stephen’s replacement.

**10. Dates of Next Meetings:**

**AGENDA MEETING (Venue see Below)**

**RAUC(s) Meeting (Venue see Below)**

**Wednesday 19<sup>th</sup> February 2020**

**Wednesday 4<sup>th</sup> March 2020**

**Future Meeting Dates: - (Provisional)**

RAUC(s) Agenda  
Setting Meetings (Venue as Below)

RAUC(S)  
Meetings (Venue see Below)

Wednesday 20<sup>th</sup> May 2020  
Wednesday 19<sup>th</sup> August 2020  
Wednesday 18<sup>th</sup> November 2020

Wednesday 3<sup>rd</sup> June 2020  
Wednesday 2<sup>nd</sup> September 2020  
Wednesday 2<sup>nd</sup> December 2020

**RAUC(S) Agenda Setting Meetings Venue: - Dean of Guild Waiting Room, Edinburgh City Chamber, High Street, Edinburgh**

**RAUC(S) Meeting Venue: - Edinburgh City Chambers, High Street, Edinburgh**

The meeting Closed at 14.30