



Notes of Meeting

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

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

Date: **Wednesday 5th June 2019**

Present:

Alex Rae (S.U. Co-Chair)	A.R.	SGN
Martin Polland (R.A. Co-Chair)	M.P.	Transport Scotland
Kevin Abercrombie	K.A.	Aberdeen City Council
David Armitage	D.J.A.	Aberdeenshire Council
Douglas Cairns	D.Ca.	Transport Scotland
David Capon	D.C.	JAG UK
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Duncan Carrick	D.Car.	East Dunbartonshire Council
Dexter David	D.D.	Hyperoptic
Karyn Davidson	K.D.	Vodafone
Tommy Deans	T.D.	BEAR Scotland
Graeme Dunipace	G.D.	SPEN
Jane Dunlop	J.D.	O.S.R.W.C.
Stephen Finch	S.F.	Openreach
Jim Forbes	J.F.	City Fibre
Darren Grant	D.G.	SSEN
Julie Greig	J. G.	SGN
Stuart Harding	S.H.	City of Edinburgh Council
David Hearty	D.H.	MBNL-EE/3
Alan Heatley	A.H.	Midlothian Council
John Henderson	J.H.	Scottish Borders Council
Ian Jones	I.J.	Fife Council
Paul McCann	P McC.	SPEN
Fiona McInnes	F.McI.	Scottish Water
Marina MacKinnon	M.MacK.	Hyperoptic
Robert Mackay	R.Mack.	East Renfrewshire Council
Andrew Matheson	A.M.	Virgin Media
David Murdoch	D.M.	Network Rail
Robin Pope	R.P.	Highland Council
Kat Quane	K.Q.	Transport Scotland
Keith Robertson	K.R.	MACS
Ruth Scott	R.S.	SSE Telecom
David Shaw	D.S.	Ayrshire Roads Alliance
Calum Stewart	C.S.	Glasgow City Council
Elaine Stewart	E.S.	Scottish Power Energy Networks
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:

Clive Bairsto	C.B.	Street Works UK
Gerry Cullen	G.C.	Transport Scotland
Owen Harte	O.H.	Virgin Media
Lisa Haston	L.H.	SPEN
Ewan Hogg	E.H.	Falkirk Council
Robert James	R.J.	Network Rail
Kevin Skinner	K.S.	Scottish Water

1. Introduction and Apologies

Alex Rae welcomed everyone to the Meeting.

The apologies were noted as above.

2. Minutes of Meeting of 6th March 2019

a. Accuracy

The Minutes of the previous meeting held on 6th March 2019 were agreed with the following correction: -

Page No. 2 Item No. 4a National Coring Programme

Bullet Point 7 should read: -

- The one outstanding Tender should be issued on quick quote by the beginning of April with a mid-April return.

b. Matters Arising / Action Tracking Summary

See the Action Tracking Summary for update.

3. Presentation – Don't Leave us Out - (Access for Disabled People Around / Through Roadworks) - Keith Robertson of MACS (Mobility and Access Committee Scotland)

Alex welcomed Keith to the meeting and invited him to give his presentation on Access for Disabled People Around / Through Roadworks

Keith gave his presentation as follows commencing with a definition of Disability: -

- A person is **disabled** if they have 'a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities'. ...
Employees with a progressive condition can be **classed as disabled (Equality Act 2010)**
- The concept of accessible design ensures both "direct access" (i.e. unassisted) and "indirect access" meaning compatibility with a person's assistive technology (for example, computer screen readers). ... This is about making things accessible to all people (whether they have a disability or not). Accessibility means that people can do what they need to do in a similar amount of time and effort as someone that does not have a disability. It means that people are empowered, can be independent, and will not be frustrated by something that is poorly designed or implemented.

- Equality and Ability
It is also considered to be the "ability to access". The Equality Act 2010 states that disabled people should have equal access to education, employment, goods, services, facilities and transport. The Act also made it unlawful for service providers, landlords and other persons to discriminate against disabled people.
- Bad roadworks signing and access provision can affect health by creating isolation if not injury.
- A number of photographs indicated the problems which are created directly and indirectly.
- **To Solve this problem Training for all Workforce and Not Only the Ticket Holder needs to be provided.**
- Keith recommended **The Way Forward** as: -
 - The Red Book is the Road works Bible and must be followed at all times.
 - Throughout the Safety at Street Works and Road Works, disability is referenced - Page 30 – ‘*You must also take into account the needs of children, elderly people and people with disabilities, having particular regard to visually impaired people*’.
 - MACS believes that ALL staff on-site should and must receive training on the ‘Red Book’, not just the Ticket Holder’
 - MACS believe that ALL staff MUST receive training on Disability awareness.
 - A Mobility Impact Assessment should be done on all roadworks to ascertain what barriers disabled people may face because of the works being undertaken
- Keith asked that all should: -
 - Don’t simply listen but actually Hear
 - Hear and Understand
 - What if it was you or one of your family?
- Keith thanked RAUC(S) for the opportunity to speak to them and hoped that the message would be passed down to the staffs and operatives.
- A.R. indicated that SGN would be interested in a presentation to their Organisation.
- Keith referred to Access Panels which are available in many areas of Scotland. They would be interested in dialogue with any Organisation needing advice.
- Post-Traumatic Stress Disorder affects many in the Community and change / noise can lead to them having problems at sites.
- Keith queried the brightness intensity of the yellow ramps and indicated that it can affect some disability sufferers. Alex indicated that the ramps used were as specified for helping the partially sighted amongst others. It was obviously not possible to provide a facility to satisfy all.
- Short term works can be accommodated but where a site is open for a longer duration some planning, and consideration was needed. The signing and safety at sites had improved but there are now signs of it slipping back again.
- If a crossing is required, the drop kerb on one side of the road should match the one on the other side.
- Keith summed up the situation by asking all to have consideration for others and to remember it could be you!
- D.C. and M.P. will look into making the video, circulated through HAUC UK some years ago, available again. It was considered to be a valuable training tool. **Action – M.P. /D.C.**

Post Meeting Note: SRWC have advised the Road works community that we have this DVD if anyone would like to see it.

I have also put details of all the training DVDs that we have on the June edition of the newsletter.

4. RAUC(s) Working Group Reports

a. National Coring Programme

The Committee noted that: -

- All Area programmes were being progressed and are on or ahead of schedule generally at Milestone 5.
- The Tenders have been received and the appointment process is ongoing including discussion with the S.U.s on accreditation of potential Contractors.
- All were reminded that where milestones were reached ahead of the timeline, progress should be continued directly onto the next stage.
- If there are any problems, they should be referred to the Working Group.

b. Inspection Fees

The remit of the Working Group had been achieved and the Group could now be disbanded. The Committee thanked the Co-Chairs and Members for all their input to the process.

The Secretary was asked to take this Item off the Agenda.

Action -

Secretary

c. SROR

The Committee noted: -

- A new version (Version No. 4) of the SROR has been published with a revision to Sect. 13 Narrow Trenching. The Code is available on the Web Site.
- J.G. suggested that the Track Changes on Page 7 of V4 of the SROR indicated there were more changes to the Code than just Sect. 13. K.Q. pointed out the changes noted on the website referred to VS3 update and not the current version. The only changes in VS4 were in relation to Narrow trenching. J.G. was asked to pass her comments to K.Q. and the Commissioner for review. **Action – J.G. / K.Q. / The Commissioner**
- Where revisions are made, they should be disseminated through the RAUC(S) Community as soon as possible.
- The revision specifies the allowable narrow trench width much as the current working arrangement and states *“A narrow trench is expected to be 100mm wide, with an absolute minimum width of 75mm with prior authority approval. Slot cutting trench widths of less than 75mm is not permitted”*
- The Section covers the actions required where rock is encountered.

d. Inspections

The Inspections Working Group met and discussed various issues and comment was recorded as follows: -

- Apologies were submitted for the late circulation of the report.
- The Group were commencing a review of Advice Note No. 15 - Recording Inspection Results and Responding to Inspections on the Scottish Road Works Register.
- There is a need for a meeting with Symology to discuss some aspects of the Inspection Recording.
- The Inspection by S.U.s of their own sites is being included. It will in general mirror the R.A. inspection procedures. CityFibre are already Inspecting their own work and recording the results on the Register.

- In the current version the problem is the availability of a defect reminder process and it requires to be considered.

The introduction of the Quality Plans may require further revisions to the Code and Advice Note.

e. Co-ordination

The Group has met, and a Report has been circulated.

The difficulty is that the Bill may have a significant effect on the Code. K.Q. will be invited to the next meeting to provide any input she is able to give.

The view of the Group echoing that of the Commissioner is that the review may need to be suspended for 3 to 6 months after the next meeting until more firm information is available about the Bill.

f. Working Group Recruitment

The updated Schedule had been circulated to this meeting. The Committee noted that the vacancy for a NoSRAUC Representative on the Inspections Working group had been filled and the Schedule was up to date except for the requirement for R.A. Representatives on the Quality Plans Group.

5. Area RAUC(s) Action Reports

a. NoSRAUC Area

The following issues were discussed: -

- There was an increased emphasis on safety being introduced at the meetings. BEAR Scotland had circulated Safety Bulletins from their Organisation to help this move. In future new Bulletins would be circulated and all other Organisations were asked to provide any information they had to future meetings. The Police have been invited to the next meeting in Inverness to give their view on Road Safety at works and the use of diversions. These are moves which could possibly be considered by the Chairs of the other Area Meetings.

Comment was noted on the escalating abusive behaviour being suffered by operatives at sites especially where traffic control or closures were in place. Steps are being taken by one Trunk Road Operator with a standard form being used on site to record details which could be used internally for statistics and / or for reporting the issue to the police.

The Commissioner commented on the lack of Safety Discussion at the meetings he had attended and referred to the Safety Contact Items included on the Agenda of the SPEN meetings. He was pleased to note this drive coming from NoSRAUC.

b. South East Area RAUC

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

- Coal Tar Binder used in the Road Structure – this matter was receiving greater interest. It was noted that the Scottish Road Research Lab were researching a more reliable test for Coal Tar and Clancy Docwra were taking an interest in the research. There is currently no site in Scotland where the material can be taken to be dealt with which means an expensive haul to England or even Europe.
- Some discussions with the Commissioner have been requested on the Performance Statistics.

- The potential move to transfer the Gazetteer custody to Improvement Scotland was noted which would require future Uploads to be provided to that organisation in future. In the meantime, the Uploads should be made to Symology until further guidance is issued.

c. South West Area RAUC

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

- Bagging Traffic Signal Heads when they are out of Use.
There appeared to be some confusion on this requirement and there is a need for the Red Book to be more informative in its guidance on this matter.

M.P. will pass this to the contacts who are currently looking at the Red Book and ask them to consider the matter. **Action – M.P.**

- Use of Manual Traffic Control at Junctions

This was a similar matter with the Red Book needing to be more flexible in its recommendation for the use of manual traffic control when it is necessary to include a side road junction in the shuttle section. At present only two way is specified.

M.P. will pass this to the contacts who are currently looking at the Red Book and ask them to consider the matter. **Action – M.P.**

d. TayForth Area RAUC

No issues were remitted to this Committee.

e. WOS Area RAUC

The following issue was discussed: -

- The requirement for increased discussion on Safety had been raised as above.

6. RAUC(s) Business

a. Safety – Issues for Consideration

See item 5a above.

b. Improvement Notices

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

Edinburgh City has released SGN from their Improvement Plan following their improved performance. The remainder of the Plans were still in place with insufficient improvement being achieved.

West Lothian still had an outstanding Notice issued against Openreach under review for poor reinstatements. F.McI should comment back to the next meeting on the progress of this Notice if it has not been resolved and closed. **Action – F.McI.**

c. FPN Hearings

No new Hearings reported.

d. Remits from SRWR Steering Group

di. Gazetteer Changes

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

- The Gazetteer Load process to SRWR would in future be via Improvement Scotland and the arrangements for the changeover and the upload process would be explained by I.S. to each R.A. over the next two months. It is estimated that the Uploads from August will be made direct to I.S. There will be no duplicate Gazetteer as I.S. will supply the complete Gazetteer file to Symology in future.

dii. Draft Advice Note No. 5

Post Meeting Revision from Iain Ross to reflect the current situation: -

It is noted that both the One Scotland Gazetteer Conventions Documents (V4) have been agreed by RAUC(S). The existing Advice Note 5 has been included in the One Scotland Gazetteer Conventions.

The updated advice note 5 points the reader in the direction of these conventions and has been agreed by RAUC(S) however will not be updated on SRWC website until the conventions “go live”. Advice Note 5 remains current at this time.

7. HAUC (UK) and Associated Subgroup Reports

a. Report

The previously circulated report of the last HAUC UK meeting which was held on 15th May was taken as read with the following comments: -

- The SROH consultation is closed and the comments received are being reviewed by the DfT and the Consultant. The review will be considered at a meeting on 17th July.
- The Red Book review is ongoing. M.P. and G.N. asked for a reminder to be issued to the Safety Group Co-Chairs to invite them to the meetings and / or include them in any correspondence. The two Items discussed in Item No. 5c above relating to bagging traffic signals and using manual traffic control when a side road junction is included in the shuttle section should be added to the agenda for consideration. **Action – D.C.**
- The Commissioner pointed out that the SROH will have to be reviewed prior to setting up the process to provide a revised SROR if that is what is needed. The SROR is a Ministerial Code and any rewrite process will have to be quicker than the development of the current Code.
- The SROH is looking for speedier action on development and acceptance of improvement and innovation.
- Half and full width reinstatements are included in the draft SROH but there are likely to be issues to be resolve if it is to appear in the final version.

ai. Convention Update

The Convention had been a success with about 300 delegates attending. The Convention next year will be held at the same venue on 14th May 2020.

iii. The Street Manager Project

This development is ongoing, and comment was made as follows: -

- It is likely that Street Manager will be rolled out in August.
- ELGIN has already contacted the Chief Executives so the Scottish Community must ensure that the SRWR is kept in everybody's mind and not allowed to be overshadowed by Street Manager.
- In the draft there is no "Commissioner" proposed to monitor and police the system and its performance.

b. HAUC (UK) Advice Notes

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

c. Training and Accreditation

Comment was made that the question bank had been delayed and it is likely to be the end of the year before it is available.

d. Diversionary Works

No issues were raised.

e. Reinstatements

Note previous comment in the Minutes.

f. Safety at Road Works

No issues were raised.

g. Records

No issues raised.

h. Representation on HAUC UK Subgroups

The Secretary was asked to update the schedule and pass it to D.C. in order that he can advise the Working Group Chairs / Secretaries of the Scottish Representatives. **Action – Secretary / D.C.**

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 reported that there had been a good response to the request for quick payment of the Fees and Amounts but there were still 24 Organisations to pay when checked on the 4th June. All were reminded that the payment was a statutory requirement and a fine could be considered if required. Reminder emails had been sent out to the 24 who were unpaid, and some had responded that the payment was imminent.
- For Organisations who were on Improvement Plans as a result in poor performance in the Performance Review 2017 / 18 were reminded that the next date for submission of data was

12th July 2019. If there were any queries or issues, they should be passed to G.M. at the Commissioner's Office. Hopefully all plans should be closed in August.

- The next Performance Reviews are being drafted and the plan is to issue these in July. They will be in the same format as last year and will go to the C.E.Os with copies emailed to the main Register Contacts.
- The Fibre Tool Kit produced in England was not relevant in Scotland and has therefore not been officially issued. An early Scottified version had been drafted but it was not being progressed and any copies should be ignored.
- As a result of failure to supply information, in connection with performance, to the Commissioner when requested, two roads authorities received a stage 1 penalty letter, This letter details proposed enforcement action by the SRWC. The issue of a penalty is a considered process and is conducted in three parts. The SRWC issues initial correspondence in connection with the grounds for considering a penalty, this is followed by evidence submission and then the SRWC will make a final decision.

In these specific cases action has been suspended and both organisations are working with the SRWC to improve performance.

All should note that non provision of information is not acceptable.

- All should ensure that the Contact Details they provided to the O.S.R.W.C. are correct and up to date. **Action – All**
- New guidance on how organisations should be set up on the SRWR to receive and review notices has been published. This document is available on the SRWC website under Further Guidance Please contact I.R. with any queries.
- Gamma has disposed of its assets in Scotland and is no longer an S.U.
- The oSRWC email addresses are moving to a new domain, with @srwc.gov.scot replacing the old @srwc.gsi.gov.uk. The old address will still work for a period of time, but all should update their address books.
- The cost of Training will rise to £300 per Session at the next session.

iii) Performance Improvement Plans - (Dashboard)

The Dashboard has been revised to provide a national report. The Organisations are grouped in their peer groups e.g. R.As in their SCOTS groupings and in the S.U.s the like Utilities are grouped.

In some sectors the performance is dropping, and all should be monitoring their Reports and taking action where required. The Organisations with Performance indicated in Red should be responding to G.M. with their plans to make an improvement.

Overall since the inception of the Reports the performance has improved.

Comment was made that the results in the Reports could not be reproduced inhouse. If there are any problems of this nature they should be raised and discussed with Graham Milne (Tel. No. 0131 528 5518). F.McI will contact G.M. with issues related to Report. No 25. J.G. will also contact G.M. with concerns over double counting. **Action F.McI. / J.G.**

b. Policy Development Group

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

- The BBC report on Narrow Trenching had errors in its content.
- The Bill is moving through Stage 2.
- The SSI Awarding body has been approved.

- No Consultations are planned in the foreseeable future.

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 Inspections App is now live, and access can be arranged via the Support desk.
- A free conversion training course (Insight to Aurora) will be available free from the end of February. The course assumes a knowledge of the Legislation, Codes etc and is provided to guide an Operator through the new screens etc.
- New online training will be made available on a pay to use basis with the courses picked from a menu.

cii) Vault Update

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

VAULT may become mandatory in the Bill.

ciii) Gazetteer Update

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

Data should continue to be submitted in the usual way to Symology until the final arrangements are made for the transfer to Improvement Scotland.

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

There was no report from SCOTS.

9. A.O.C.B.

a. Duct Sharing

Concern had been raised that the increased use of Duct Sharing had to be reflected in VAULT. It is essential that data on the ownership etc of all plant in a shared duct is made available to the VAULT user. Comment was made as follows: -

- The ownership of the duct or pole does not change, and the shared user only rents the space.

- There are vacant ducts which are available for sharing and they should possibly be recorded in case of damage.
 - At present the information on Duct Ownership / Plant Ownership can be recorded in the text field information box which appears when the cursor is pointed at the line.
 - This needs to be made a requirement and if necessary secondary legislation could be required.
 - This matter was remitted to the SRWR Steering Group to provide a solution and report it back to this Committee.
- Action – The Commissioner / D.J.A.**

b. Broadband R100 Project

The Commissioner indicated that the project was split into 3 areas for Scotland (North, Midland and South) with supplementary funding provided.

The tenders have been issued and the results of the process is awaited with an anticipated contract commencement in early 2020.

c. Plant Provision in New Developments

There has been a court case in England which has upheld the policy of a highway authority to refuse to adopt roads containing private apparatus that could have been accommodated elsewhere within a new development

The Road Construction Consent process should be reviewed to ensure that clauses are included to require the plant to be adopted by the relevant S.U.

Action – D.J.A.

This matter will be remitted to SCOTS.

Action – M.P.

d. Area RAUC Meeting Attendance

The Committee noted that the attendance at meetings appears to be increasing but the participation in the discussions is not matching the numbers attending. The Organisations need to review who attends the meetings and send Representatives who are empowered to speak and make decisions on behalf of the employer. In addition, some Organisations appear to be sending several Representatives to a meeting. This may be due to some members of staff being taken along to gain experience but it should not become a habit.

The Co-Chairs will review the Terms of Reference / Objectives of the Local / Area / RAUC(S) Committees and consider if there are changes required. In the meantime, any suggestions should be passed to the Co-Chairs.

Action – M.P. / A.R. / All

The list of S.U.s is available on the Web Site and at the back of the Annual Report.

There is some benefit in Organisations attending Area and RAUC(S) Meetings at least once but they will provide most gain to themselves and the Community by attending the Local Liaison Meetings in the Areas they are working in.

10. Dates of Next Meetings:

AGENDA MEETING (Venue see Below)

RAUC(s) Meeting (Venue see Below)

Wednesday 21st August 2019

Wednesday 4th September 2019

Future Meeting Dates: -

RAUC(s) Agenda

RAUC(S)

Setting Meetings (Venue as Below)

Meetings (Venue see Below)

Wednesday 20th November 2019

Wednesday 4th December 2019

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 14.35