



## Notes of Meeting

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

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

**Date:** Wednesday 5<sup>th</sup> December 2018

**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>South Lanarkshire Council</b>
Kevin Abercrombie	K.A.	Aberdeen City Council
David Armitage	D.J.A.	Aberdeenshire Council
Marco Bardelli	M.B.	Transport Scotland
Anthony Black	A.B.	Transport Scotland
David Capon	D.C.	JAG UK
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Duncan Carrick	D.C.	East Dunbartonshire Council
Gerry Cullen	G.C.	Transport Scotland
Karyn Davidson	K.D.	Vodafone
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
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
Caroline McAdam	C.McA.	Network Rail
Fiona McInnes	F.McI.	Scottish Water
Robert Mackay	R.Mack.	East Renfrewshire Council
Andrew Matheson	A.M.	Virgin Media
Gary Neill	G.N.	Falkirk Council
Robin Pope	R.P.	Highland Council
Kat Quane	K.Q.	Transport Scotland
Iain Ross	I.R.	O.S.R.W.C.
Ruth Scott	R.S.	SSE Telecom
David Shaw	D.S.	Ayrshire Roads Alliance
Calum Stewart	C.S.	Glasgow City Council
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:**

Owen Harte	O.H.	Virgin Media
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## **Apologies Continued:**

Nigel Myers	N.M.	Virgin Media
Kevin Skinner	K.S.	Scottish Water
Elaine Stewart	E.S.	Scottish Power Energy Networks
Stuart Watson	S.W.	Argyll and Bute

### **1. Introduction and Apologies**

Alex Rae welcomed everyone to the Meeting.

The apologies were noted as above.

### **2. Minutes of Meeting of 5<sup>th</sup> September 2018**

#### **a. Accuracy**

The Minutes of the previous meeting held on 5<sup>th</sup> September 2018 were agreed as read.

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

See the Action Tracking Summary for update.

### **3. Presentation – SRWR Apps**

Alex Rae welcomed Iain Ross to the meeting and invited him to give his presentation on the SRWR Apps.

Iain Ross gave the presentation as follows: -

- The presentation is to introduce the Apps and encourage Operators to use them.
- You require separate access login turned on for each App.
- The apps are available as follows: -
  - Promoters App available on all platforms already (Android / IOS / and Windows although there may still be problems on the Windows platform)
  - VAULT App available on all platforms.
  - Inspections App – currently being tested on all platforms.
- Following picking up the App from the App Store you will need to gain access to use it by contacting the Support Desk for each App.
- Enhancements are being considered.
- The test site is available for gaining experience in the Apps.

Promoter App –

- Available to input the start and finish date and time.
- Site can be accessed via a map screen or search facility.
- The Map screen has pan and zoom facility.
- The sites are indicated in green dot - ready to start and in blue dot – ready to close.
- The layer can be filtered to show only the S.U you require.

- By clicking on the dot, you can bring up the recorded details for the Notice.
- The actual start or finish date and clear / close option can be entered.
- A photograph of the site can be taken and attached to the Notice.
- There was concern about being unable to upload data in areas with no signal. If working in an area with poor reception the site details / inspection can be completed, and it will send when the user returns to an area with a good signal. The data only needs to be downloaded by 10.00am the next day. The recording date and download date are recorded on the App.

VAULT App – At present not all plant has been recorded but the information can be better than none out with normal working hours and in an emergency situation.

- The Map screen has pan, zoom and search facilities
- All currently uploaded data on any location is displayed.
- Click on the asset to gain more details about it.
- You can pan over the site to find the information on each asset.
- The map can be filtered to show on S.U at the given site.

Inspections App – This App allows Inspections to be recorded on site as they are carried out.

- Site can be accessed via a map screen or search facility.
- The Map screen has pan and zoom facility.
- Sites are marked with a spot. Blue signifies Inspection to be made – Green being Inspected – Brown being completed – Red has an Inspection prompted.
- A filter is available to see an inspection category e.g. prompted.
- A list of required inspections is available.
- A call to the Office can be logged if there if no Operatives on site.
- Multiple reasons for a failure can be recorded with text to add information on the failures.
- F.P.Ns can be recorded with reason picked from the drop down screen.
- Pictures can be taken and attached to the site.
- Additional Inspection Types can be recorded and added to the site.
- You can record the reason for a failure.
- Abortive visits can be recorded.
- View areas and O.Ds have to be added.

There is not an issue with the use of the Apps and the available concurrent use.

A non-attributable site cannot be added at present.

Paper copies of the guidance (currently being drafted) will be available. Further demonstrations of the Apps can also be provided.

If there are any suggestions prompted by using the Apps they should be passed to I.R. / SAT. If there are any missing features, please notify I.R.

The App only does what it is set up to do.

Operatives should be aware of the difference between Works Clear and Works Closed

A change request has been submitted to consider the problems which relate to colour blindness.

I.R. was thanked for his presentation.

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

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

The Committee noted that:-

- The previously circulated draft Advice Note No. 3 was noted and discussed.
- The programme is time table based.
- RAUC(S) Co-Chairs will send a letter to the Island R.As inviting them to participate in the Coring Programme. **Action – RAUC(S) Co-Chairs**
- Jim Clegg will also contact the Island R.As. **Action – J.C.**
- The document will be circulated to the Areas with a request to the Area Chairs to collect any comments and pass them to C.McQ, and I.J. by mid-January in order that any minor changes can be made and the Advice Note approved for the start of the programme in April.
- The participation of the Islands and Transport Scotland requires an early resolution. If possible all R.As should be encouraged to take part in the programme to get a national view of performance.
- The Committee agreed that J.F. and S.H. would prepare an addendum for Local / Internal coring programmes and pass it to C.McQ / I.J. to include in the Advice Note. **Action – J.F. / S.H. / C.McQ. / I.J.**

##### **b. Inspection Fees**

The following comments were made: -

- There will be no change to the Inspection Fees.
- The Fees will be reported to the Area meetings in February.
- The Fees will continue to be Index Linked and will be reviewed in 5 years.

##### **c. SROR**

C.McQ on behalf of K.S. updated the Committee as follows: -

- There will be no revision to the SROR for reinstatements in cold lay material. Consideration of reinstatements over 2 square metres may be considered in the future. Any trial would need to be based on the current discussion on a 6 year warranty.
- Consideration would have to be made of the SROR to accommodate a 6 year warranty.
- The DfT is looking at raising the warranty period to 5 years and any change in Scotland should probably mirror that especially for S.U.s working on both side of the Border.
- All Members of the Group require to attend the meetings so that the items on the Agenda can be fully discussed.
- It was agreed that no full review of the SROR should take place until the SROH review in England is completed.
- Currently required changes should be published using an Advice Note.
- The Scottish Government could also be approached to promote changes if considered necessary.
- Any changes to accommodate narrow trenching will be dealt with separately mindful of the current Scottish Government consultation on this topic.

##### **d. Inspections**

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

- The Remit was discussed and set the scene for ongoing discussion
- There are some minor changes already agreed for circulation.
- These changes will be incorporated into a revision of Advice Note 15 - Recording Inspection Results and Responding to Inspections on the Scottish Road Works Register. The revision will be circulated ahead of the February / March round of meetings. **Action – S.W. / J.G.**

#### **e. Co-ordination**

Clare Callaghan and David Shaw had an initial meeting to consider what changes will be required to accommodate the Draft Transport Bill. The Group will meet in January with a report to the March RAUC(S) Meeting. **Action – D.S. / G.C.**

#### **f. Working Group Recruitment**

The updated Schedule had been circulated to this meeting. The Chairs of the Groups / Teams should advise the Secretary of any changes to their membership in order that the Schedule can be kept up to date. **Action – Group Chairs**

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

#### **a. NoSRAUC Area**

No issues remitted to this meeting.

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

Rope and Cone Traffic Management

The Area RAUC has appointed a dispute hearing Panel which will meet to consider the issues related to this topic. Julie Greig (SGN) and Jason Halliday (West Lothian Council) are the members of the panel. The reports from the Scottish Water and Edinburgh City will be passed to the Panel.

The email from Stuart Harding had been noted by Scottish Water. If there was a dangerous problems on any site they must be attended to.

This will be part of the information referred to the Dispute Panel.

#### **c. South West Area RAUC**

No issues remitted to this meeting.

#### **d. TayForth Area RAUC**

No issues remitted to this meeting.

#### **e. WOS Area RAUC**

RAUC(S) thanked Fraser Smith for his input to the Community and wished him well in his new post.

Depth of Apparatus in the Verge

Openreach had raised this matter as there did not appear to be a standard datum level to set the depth for laying plant. Comment was made as follows: -

- The level of verges can vary widely over a section of road.
- The main issue should be the protection of plant.
- A court case in England was raised where the cutting of grips damaged cables. The view of the Judge was that the adjacent road level should be the datum. D.C. will hunt out the case report and pass it to the Secretary for circulation. **Action – D.C. / Secretary**
- The suggestion was made that the cables should be laid 250 / 300mm below road level. This was remitted to the SROR Working Group for consideration. S.F. will join the Group to consider this matter. **Action – T.B. / K.S. / S.F.**

## **6. RAUC(s) Business**

### **a. Safety – Issues for Consideration**

No Issues raised under this Item.

**Action - All**

### **b. Improvement Notices**

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

Edinburgh City is still awaiting overdue Improvement Plans from Scottish Water / SPEN and Virgin Media.

The Commissioner was anxious to see these Notices cleared as they had been in place for some time.

Alex Rae asked why the Notice on SGN had not been closed when they had been meeting the required performance.

Midlothian will close the Improvement Notices issued to Virgin Media before the end of December if the performance remains satisfactory.

The South Ayrshire Notice issued to Virgin Media has been closed.

A.R. indicated that the S.U.s want satisfactory work / reinstatement on site as poor performance is not good for public image and costs.

### **c. FPN Hearings**

No new Hearings reported.

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

The SRWR Steering Group were dealing with functionality for administering Diversionary Works which would be provided in Aurora.

An Advice Note would be drafted to give guidance on the use of the module.

The error in the Bacon Woodrow formula in current use will be corrected.

There is a requirement for the symbology used in VAULT to be reviewed and revised to accommodate health and safety / danger e.g. high pressure / high voltage on individual plant.

This matter needs action so that VAULT can be moved forward to be the prime source of plant information.

## **7. HAUC (UK) and Associated Sub Group Reports**

### **a. Report**

The last meeting was held in September. D.C. reported on Items which had been discussed and were of interest to RAUC(S) as follows: -

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

No update was available.

#### **aii. The Street Manager Project**

This development is ongoing.

The London Design guide is being drafted and will accommodate better highways and footways and will include the Red Book

#### **aiii) DfT S.R.O.H. Version No. 4 Update**

The first draft will be issued for a 6 week consultation in January.

The draft includes: -

Ironwork reinstatement specification

Micro and Narrow Trenching

5 year guarantee period.

Appendix 9 revision required to accommodate the revised guarantee

Responsibility for the reinstatement fillets round ironwork

Relationship between the reinstatement and the condition of the existing surface.

D.C. will circulate the consultation to the Scottish Community via the Secretary. **Action – D.C. / Secretary**

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

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

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

The previously circulated paper was taken as read but should be checked and reissued if necessary.

**Action – L.H.**

### **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 Sub Groups**

An R.A. Representative is required for the SROH Group.  
**Chair**

**Action – Secretary / R.A. Co-**

### **8. Standing Reports**

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

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

- The News Letter will be issued in the next week.
- Performance Reviews - The Commissioner will meet with relevant R.As and S.U.s in December and January respectively. Improvement plans should be submitted to the Commissioner at least a week before the meeting. If there are any queries, they should be passed to N.B.
- A reminder was issued that no personal details should be included in the free text fields.
- J.C. has been attending the Area Meetings in relation to the coring programme and the permits module Items.
- Organisations should respond to the Scottish Government consultation on narrow trenching if they have not already done so.
- The Area Meetings were being encouraged to discuss Safety and Traffic Management at greater length.  
**Action – Area Chairs**
- Mobile Apps – the Support Desk should be contacted to get the permission to log in to the SRWR Apps. Individual permission is needed for each App.
- The next training courses are on the Web Site and they can be booked via I.R.
- J.D. returned to the OSRWC on Monday 3<sup>rd</sup> December. K.Q. is now seconded to the Scottish Government to assist with Transport Scotland Bill.
- N.B. is moving to a Uk Civil Service post in January Thanks was recorded by the Community for all her work over the period with the Commissioner's Office. The vacant post will be advertised on s1.com.
- The Permits and Licences Advice will be issued as a Commissioner paper once agreed.
- K.Q. has drafted a Scottified version of the Fibre Toolkit document which was discussed at previous meetings. The draft has been issued for consideration by a number of parties who will respond before the end of the week. Once the final draft has been produced it will be passed to the Scottish Government for publication.

A request was made to add a section on performance and coring and should accommodate the SROR and Red Book.

The purpose of the document is to improve delivery. To this end it is essential that before a project reaches the ground there is discussion between all affected parties to ensure that all are aware of each other's requirements.

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

The P.D.G. meets again on 6<sup>th</sup> December.



So far there has been a poor response to the Narrow trench consultation so if there are any responses still in draft they should be completed and delivered by Friday. Views of the Community should be recorded.

M.P. and DJA will make their responses available to any R.A. which can still respond without reference to their Committee / Council.

SCOTS have submitted a response on behalf of R.As.

### **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: -

- A Super Users Meeting will be held in February to give them sight of the Aurora development. The plan is to accommodate two representatives (maximum) and applications should be submitted to I.R. once the dates and venues are issued.
- The integration of the Permits and Licences Module into the Aurora version of the Register is being progressed – See paper produced by J.C.
- VAULT submissions can now be sent in every two months. The timetable for submission has been circulated.
- On the Gazetteer report R.As indicated in Amber should be considering a submission.
- The Fees and Amounts Matrix for 2019 / 20 has been produced with the best estimate of the charges which will be invoiced in April.

#### **cii) Gazetteer Highlight Report**

- The Gazetteer Group is reviewing the National Street Gazetteer conventions and the completed draft will be issued for consultation prior to being submitted to RAUC(S) for approval.

The revision will not affect the R.As but is likely to require action by the maintenance tool manufacturers.

### **d. SCOTS Report**

There was no report from SCOTS.

If Transport Scotland agree M.P. will continue his membership of SCOTS.

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

### **a. PAS 128:2014 Specification for Underground Utility Detection, Verification and Location**

An S.U. Representative will be appointed to deal with the review of this Specification. This is ongoing. **Action – A.R.**

### **b. Venues for the 2019 Meetings**

The RAUC(S) Agenda and Main meetings will continue to be held in the Edinburgh City Council City Chambers. All the dates have been booked.

### **c. Quality Plans**

There are efforts being made to progress Quality Plans.

### **d. Litter Abatement Order**

D.J.A. reported that Aberdeenshire Council had been involved in a court case related to an application for an Order placed on them to deal with litter on high speed dual carriageways in Aberdeenshire.

The Judge had taken a pragmatic view and agreed that other relevant factors could be taken into account in deciding what was practicable in complying with the requirements of the code of practice on litter. The effect of this is to clarify that for safety and minimum traffic disruption the work should be carried out in a planned programme when other works were being carried out.

Discussions were now being held with the Trunk Road Operators and Transport Scotland about the arrangements to carry out these works.

### **10. Dates of Next Meetings:**

#### **AGENDA MEETING (Venue see Below)**

Wednesday 20<sup>th</sup> February 2019

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

Wednesday 6<sup>th</sup> March 2019

#### **Future Meeting Dates: -**

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

Wednesday 22<sup>nd</sup> May 2019  
Wednesday 21<sup>st</sup> August 2019  
Wednesday 20<sup>th</sup> November 2019

RAUC(S)  
Meetings (Venue see Below)

Wednesday 5<sup>th</sup> June 2019  
Wednesday 4<sup>th</sup> September 2019  
Wednesday 4<sup>th</sup> 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 14.45