



Notes of Meeting

Meeting Roads Authorities and Utilities Committee (Scotland)

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

Date: Wednesday 6th March 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
Clare Callaghan	C.C.	Scottish Water
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
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
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
Craig McQueen	C.McQ.	Scottish Water
Andrew Matheson	A.M.	Virgin Media
Hazel Moore	H.M.	BEAR Scotland
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
Kevin Skinner	K.S.	Scottish Water
Calum Stewart	C.S.	Glasgow City Council
Elaine Stewart	E.S.	Scottish Power Energy Networks
Mike Unsworth	M.U.	Openreach
Stuart Watson	S.W.	Argyll and Bute

In Attendance:

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

Marco Bardelli	M.B.	Transport Scotland
Anthony Black	A.B.	Transport Scotland
Owen Harte	O.H.	Virgin Media
Lisa Haston	L.H.	SPEN
Nigel Myers	N.M.	Virgin Media
Scott Walker	S.W.	Clackmannanshire Council

1. Introduction and Apologies

Martin Polland welcomed everyone to the Meeting.

The apologies were noted as above.

2. Minutes of Meeting of 5th December 2018

a. Accuracy

The Minutes of the previous meeting held on 5th December 2018 were agreed as read with the following correction: -

In the Sederunt the line for Calum Stewart should read: -

Calum Stewart C.S. Glasgow City Council

b. Matters Arising / Action Tracking Summary

See the Action Tracking Summary for update.

3. Presentation – No Presentation at this Meeting

4. RAUC(s) Working Group Reports

a. National Coring Programme

The Committee noted that:-

- The Advice Note No. 3 was revised as requested and has now been published on the Web Site.
- The Timetable for the programme is on Page No. 2 of the Advice Note.
- All S.U.s and R.A.s should have appointed their Programme Contacts and have passed their details to the Lead R.A. in the Areas.
- S.U.s can ask to see and approve the Accreditation details of the proposed Contractor before the appointment is made.
- Transport Scotland and Western Islands Council will be taking part in the programme.
- Shetland and Orkney are not taking part in the programme.
- The one outstanding Tender should be issued on quick quote by the beginning of April with a mid-April return.
- R.Mack. asked Openreach to pass details of their Coring Contact for the WoS Area to him as soon as possible.
- As previously indicated, as soon as one phase of the programme is completed the next should follow on.
- The Coring Site Sample Report will be issued in the first week of April. The R.A should prepare and mark out their proposed sites (with if possible second choice sites) within two

weeks so that they can be inspected by the S.U.s. A month is allowed to agree the final programme.

- Thanks, were recorded to the W.G. Co-Chairs and their Group Members.

b. Inspection Fees

The following comments were made: -

- The proposal was for the Inspection Fees to remain at £36.00 and will be index linked for the next 5 years.
- All data relating to the survey and subsequent calculation is provided in the paper submitted to this Committee.
- Thanks, were recorded to the W.G. Co-Chairs and their Group Members.

c. SROR

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

- The Review of the SROR is suspended until the SROH is published.
- The Committee noted that the draft SROH was just published and D.C. will circulate the link to it via the Secretary. **Action – D.C. / Secretary**
- All can submit feedback on the Draft. This can be done via D.C.
- StreetWorks and the S.U.s will be submitting comments.
- The Consultation on the Draft is for 8 weeks.

d. Inspections

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

- The draft has now been issued for a 4 week consultation.
- Comments should be sent to J.G. and S.W.
- The flow charts in the draft have been updated.
- Thanks, were recorded to the W.G. Co-Chairs and their Group Members.

e. Co-ordination

The Group will be meeting soon and will submit a report to the June Meeting. **Action – D.S. / C.G.**

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**

A NoSRAUC R.A. Representative is required on the Coordination W.G. **Action – T.D.**

C.G. and M.P. will discuss the Permits and Module W.G. **Action – C.G. / M.P.**

5. Area RAUC(s) Action Reports

a. NoSRAUC Area

The following issues were discussed: -

- The level at which plant should be laid in the verge. The view was that the depth should be measured from the adjacent road level to give the plant protection from the possibility of lowering the verge or cutting grips across it. This matter will be considered by the SROR Working Group. **Action- K.S. / A.B.**
- National Coring as above.
- The Police have indicated that they will attend the August meeting in Inverness to comment on road safety issues at Road Works.
- Some concern had been expressed about the use of the Apps in the Rural areas covered by NoSRAUC.

b. South East Area RAUC

The following issue was discussed: -

- R.As were now coring prospective sites to check for the presence of coal tar material. Where it was being located it was being recorded as engineering difficulty on the Register.

The committee agreed that it was not the right time to invite SEPA to attend a RAUC(S) meeting.

Funding was being sought to allow research into a more accurate test for Coal Tar as the existing test is not reliable.

It was likely that the volatiles in the material will have reduced and there was no evidence that it would affect health. Due to it being used widely in resurfacing it is likely to be found extensively in the road construction.

M.P. will keep the Community advised on progress on this topic.

c. South West Area RAUC

Issues discussed are covered above.

d. TayForth Area RAUC

No issues were remitted to this Committee.

e. WOS Area RAUC

The following issue was discussed: -

- The requirements for inspection covered by Section No. 140 is to be considered by the Inspections W.G. **Action – S.W. / J.G.**

6. RAUC(s) Business

a. Safety – Issues for Consideration

The previously circulated paper on the placing of a needle on the seat of a mini digger on a SGN site was commented on as follows.

- The needle was placed on the seat in such a way that it would have pierced the driver if he had sat on the seat.
- M.P. indicated that he would circulate the paper to SCOTS. **Action – M.P.**

b. Improvement Notices

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

Edinburgh City is due to close the SGN Improvement Notice but the performance of the other S.U.s which still had outstanding Notices was still below par. The details of the performance was provided in the attached schedule.

West Lothian still had an outstanding Notice issued against Openreach for poor reinstatements.

Mid Lothian had now cleared their Notices.

c. FPN Hearings

No new Hearings reported.

d. Remits from SRWR Steering Group

The SRWR Steering Group agreed that the sample CAT A and CAT B reinstatement inspections would be fully issued by 4th March. This would help the R.As to complete their allocation by the end of March.

7. HAUC (UK) and Associated Sub Group Reports

a. Report

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

- The Red Book would be reviewed to check if there was any content which required to be revised.
- The Infrastructure Committee would be reviewing road adoption procedures. J.D. would represent Scotland on this Group.
- The Diversionary Works Code will be reviewed.
- Electric Vehicle Charging Points is an increasing issue and advice needs to be prepared.
- District Heating Schemes is an increasing issue and needs to be considered. The providers do not have Code Powers.
- The Street Works UK and Adept are considering the problems associated with Coal Tar materials in the road construction. M.P. will contact these Groups and check what actions they are taking. **Action - M.P.**
- The SROH was published today and there will be an 8-week consultation.

ai. Convention Update

The Convention promises to be a good event and there are already 200 applications for passes to attend. The number of trade stands has increased from last year.

aii. 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.
- The DfT has funding for an additional 3 months of development.
- It is possible that the system may not provide as many facilities as required.

- The plan is for all to be on Street Manager by 20/20 with the facility provided to administer Permits.

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.

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

All the Groups now have R.A. and S.U. representation.

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 has been informed that the regulations required for the 2019 Invoices for Prescribed Fees and Amounts may be delayed which is likely to lead to a reduction in the time allowed for payment from 60 days to maybe 30 days. All should be prepared to make the payment within the reduced period. By the 1st April I.R. will have details of the individual Fees which will be invoiced. Organisations should check with I.R. in order that they have their payments ready.
- The SRWR Steering Group are reviewing options for training on Aurora. The current proposal includes seminars for managers/infrequent users of the SRWR, classroom training for SRWR Super Users and an option for online courses (Computer Based Training) for the remaining users. The training will be available prior to the roll out of Aurora in April 2020.
- SRWR Super User Events to view the current development of Project Aurora were held on 12-15 February. The events were well attended, and an additional date was added. The response from the Community has been very positive.
- The SRWR Mobile App for Inspectors has taken longer to test and develop than expected. It is now due for roll out on 1st April. The App includes the facility to record non-referenced inspections.

- The SRWR reports have now been released on the SRWR live site. This includes the ability for each organisation to download their performance review data sheet directly from the Register.
- The Commissioners Annual Report 2017/18 has now been published.
- N.B. has now moved to her new post with UK Statistics. The new member of staff (Graham Milne) has been appointed and will join the section in due course.
- J.D. is dealing with the Improvement Plans requested from some Organisations post the Annual Performance Review.
- All should remember to send comment to the OSRWC when they have poor performance in the Quarterly Reports.
- The request was made for the reports to be unlocked so that they can be viewed in Excel.

b. Policy Development Group

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

- Fees and Amounts as above. The problem of the delay should only affect this year.
- The Transport Bill is in currently in Phase 2. The interest in work space parking charges may result in some delay.
- The Ministers are reviewing the results report on the Narrow Trenching Consultation.

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 responses from those who attended the Super Users Meeting have so far been positive.
- If there are any suggestions for improvements to the Register they should be submitted as a Change Request to I.R. or to a Representative of the SAT.
- The current draft of the Fees and Amounts Matrix for 2019 / 20 was circulated with the meeting papers. It can still change before the 31st March, but it is not expected to be a major revision.
- Inspections App as above.
- Aurora training as above.

cii) Vault Update

The previously circulated papers were taken as read.

ciii) Gazetteer Update

The previously circulated papers were taken as read.

civ) Gazetteer Highlight Report

The previously circulated papers were taken as read with the following comments: -

- The review of the National Street Gazetteer conventions has been completed. The proposed changes are now out to consultation which ends on 13th March.
- The revision to the ESUID is probably not required and comments will be submitted in that vein, but it is unlikely to be omitted.

- The Committee approved the Advice Note and the OSRWC was asked to publish it.
Action – I.R.
- The Validation Process will be more exacting.

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

See above.

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. Caroline McAdam

M.P. advised the Committee that this was Caroline’s last RAUC(S) meeting as she was retiring in May. On behalf of the RAUC(S) Community he thanked her for all her input over the years and wished her a long and happy retirement.

b. Quality Plans

The development of the Quality plans will be progressed based on those which the Telecom Industry have developed.

c. Ewan Milligan

M.P. informed the Committee that Ewan was now back at work after his illness and all wished him continuing improvement.

10. Dates of Next Meetings:

AGENDA MEETING (Venue see Below)	RAUC(s) Meeting (Venue see Below)
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To be agreed	Wednesday 5 th June 2019
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Future Meeting Dates: -

RAUC(s) Agenda Setting Meetings (Venue as Below)	RAUC(S) Meetings (Venue see Below)
Wednesday 21 st August 2019	Wednesday 4 th September 2019
Wednesday 20 th November 2019	Wednesday 4 th 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 13.27