**Item No. 2a**



**Notes of Meeting**

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

**Place of The Business Centre, Edinburgh City Council, City Chambers, High Meeting: Street, Edinburgh.**

**Date: Wednesday, 7th June, 2017**

**Present:**

Jim Clegg J.C. Glasgow City Council (R.A. Co-Chair)

Alex Rae A.R. SGN (S.U. Co-Chair)

Kevin Abercrombie K.A. Aberdeen City Council

David Armitage D.J.A. Aberdeenshire Council

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

Karyn Davidson K.D. Vodafone

Jane Dunlop J.D. Office of the Scottish Road Works Commissioner

Susan Ewart S.E. Transport Scotland

Jim Forbes J.F. City Fibre

Stuart Harding S.H. City of Edinburgh Council

Alan Heatley A.H. Midlothian Council

John Henderson J.H. Scottish Borders Council

Robin Jacobs R.Ja. Transport Scotland

Robert James R.J. Network Rail

Ian Jones I.J. Fife Council

John Lazzari J.L. Openreach

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

Nigel Myers N.M. Virgin Media / NJUG

Iain Ross I.R. Office of the Scottish Road Works Commissioner

Ruth Scott R.S. SSE Telecom

David Shaw D.S. Ayrshire Roads Alliance

Fraser Smith F.S. Argyll and Bute

Elaine Stewart E.S. Scottish Power Energy Networks

Gregor Stirton G.S. SSEN

Scott Walker S.W. Clackmannanshire Council

**In Attendance:**

George Borthwick G.B. RAUC(S) Secretary

**Apologies:**

Ian Cochrane I.C. Angus Council

Jim Cowan J.Co. SGN

Roger Culpin R.C. JAG UK

Tom Davy T.D. Transport Scotland

**Apologies Continued:**

Stephen Finch S.F. Openreach

Tom Flaherty T.F. City of Edinburgh Council

Bob Gallienne B.G. NJUG

Crawford Lindsay C.L. South Lanarkshire Council

Caroline McAdam C.McA. Network Rail

Jerry McConkey J.McC. JAG UK

Ewen Milligan E.M. Transport Scotland

Jonathon Moran J.M. Transport Scotland

Chris Nesbitt C.N. Vodafone

Ron Nicol R.N. Virgin Media

Robin Pope R.P. Highland Council

Katrina Quane K.Q. South Lanarkshire Council

Hilary Ryan H.R. Scottish Power Energy Networks

Kevin Skinner K.S. Scottish Water

George Wells G.W. South Lanarkshire Council

Sharron Worthington S.W. West Dunbartonshire Council

**1. Introduction and Apologies**

Alex Rae welcomed everyone to the Meeting.

The apologies were noted as above.

**2. Minutes of Meeting of 1st March, 2017**

**2a. Accuracy**

The Minutes of the previous meeting held on 1st March, 2017 were agreed as read.

**2b. Matters Arising / Action Tracking Summary**

See the Action Tracking Summary for comments with the following comments: -

1st March 2017 – Item No. 4a RAUC(s) Working Group Reports - National CoringProgramme

Close all 4 Items and create two new Items: -

1. WoS Area RAUC – SE Area RAUC and WoS RAUC to complete their programmes as soon as possible and Working Group to report to the RAUC(S) Co-Chairs.
2. All R.As to ensure that all the coring results have been recorded on the Register.

Both these actions must be completed by the end of July. **Action – Coring Co-Chairs / Secretary**

**3. Presentation – No presentation.**

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

a. National Coring Programme

As above in Item No. 2b.

b. Inspection Fees

29 out of the 32 R.As responded to the survey questionnaire.

There are still some outstanding issues with the some of the data which was collected. S.H. and A.R are trying to resolve these problems and complete the calculations.

The results will be compared with those south of the Border.

c. Fees and Amounts

# **This Item is ongoing.**

# **d. Quality Plans**

# **The Committee noted that the Group had now met and were making progress. A report will be submitted to the August meeting.**

# **This is a high priority for the Scottish Government and must be completed by the end of the year.**

# **e. SROR**

# **This Item is ongoing.**

# **f. Inspections**

# **This Item is ongoing and is awaiting the outcome of the Quality Plans Working Group.**

# **g. Co-ordination**

# **This Item is ongoing and is awaiting the outcome of the Quality Plans Working Group.**

# **Core and Vac**

# **S.H. reported that the working Group would meet again to resolve a few issues prior to the Advice Note being published. Action – S.H.**

1. Working Group Recruitment

The two schedules provided by SJUG and the R.As from the premeetings would be collated and circulated. **Action - Secretary**

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

1. NoSRAUC Area

No issues remitted to the meeting.

1. South East Area RAUC

Several problems with the Traffic Management providers were raised as follows: -

* The traffic management provided was different to that previously agreed or recorded on the Notice.
* Traffic management was being set up too early with no work started.
* Switching off permanent signals without permission.
* Leaving pedestrian crossing lights switched on with no crossing point.

The problems were becoming more frequent. The S.Us asked for details of specific sites to be passed to them so that they could deal with them.

The data on the Register is used to populate the public facing site. If the T.M. is changed on site it must be changed on the Register.

The R.As are still concerned about the delegation of the operation of the Register for a S.U. down to the T.M. contractor. They are the first and last on the site but they have little knowledge of the work being carried out.

The Notice requires to be reviewed to get more, or the correct contact details recorded. The Contact needs to have a knowledge of the works and / or be able to deal with an escalation of an issue.

Following discussion about who should be recorded as the Contact the Committee decided that the matter should be referred to the Coordination Working Group to consider and then submit a recommendation. **Action – Coordination Working Group**

c. South West Area RAUC

No issues remitted to the meeting.

d. TayForth Area RAUC

I.J. reported that concern was raised at the meeting about a Contractor not completing works in the required period. SPEN was now aware of the problem and was dealing with it.

e. WOS Area RAUC

F.S. reported on several issues which were raised as follows: -

* Concern had been raised about working no non-notifiable works such as on manholes on high speed roads with no signing or guarding or safety zone.

This category of work needs to be reviewed to ensure that the works are managed properly with the correct safety provided. The possibility of using Minor Works without Excavation should be considered. This matter needs further consideration. **Action – SRWR Steering Group / DJA**

* Instances have been recorded where an application is submitted for installation of plant in a newly adopted road. This may become more prevalent with the laying of new fibre broadband apparatus.

As there is currently no legislation to deal with this matter it requires further consideration. **Action - PDG**

* A query had been raised about what Permit to issue for the cutting of trees adjacent to the roads.

The suggestion was made that these works could be carried out under Section 59 of the Roads (Scotland) Act - Control of Obstructions in the Road.

* There was concern about the lack of attendance by Virgin Media.

There are a number of issues being reviewed by the Commissioner and he noted this report.

**6. RAUC(s) Business**

a. Environmental Recycling

Coal Tar Arisings

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

* Scottish Water to speak to Mike Smith about their process for making the material safe. **Action – K.S. / F.McI**
* SEPA have at present no plans to change their current stance on dealing with this material.
* Tarmac have a process at one of their Scottish Depots which should be checked out. It is likely to be the same process they use in England which is approved by EPA.
* A suggestion was made that where this material is located the site should be recorded as a site of Engineering Difficulty.
* Transport Scotland will raise the matter with SEPA. **Action – A.B. / R.Ja.**
* D.C. offered to report back to the next meeting on what is being done in England and Wales. **Action – D.C.**

b. Safety – Issues for Consideration

Manhole Covers – Skid Resistance

This Item is ongoing awaiting a report from K.S. **Action – K.S.**

Traffic Management – Sites Requiring Road Closures

Safe working practices are increasing the number of road closures to meet the requirements of the Red Book.

Closures require time to arrange so the opportunity should be taken to discuss the planned works at Local meetings to try to get as many works as possible arranged to use the time of the closure.

R.As should not withhold closures without good reason. As much information as possible should be issued to the public to explain the closure and it may in some circumstances be necessary to programme the closure over the day to accommodate traffic.

In general it is not major works which cause problems as they are generally are well planned in advance but it is the small / emergency / urgent works (collapsed manhole) which cause the greatest problems and complaints.

c. Improvement Notices

The previously circulated schedule had been updated.

D.S reported that they had now received the Improvement Plan from Virgin Media and it is being discussed.

The Commissioner commented that the Improvement Plans did not appear to be being discussed at the Area meetings. **Action – Area Meeting Chairs**

S.H. informed the meeting that Edinburgh City were in discussion with the S.Us about the outstanding Improvement Plans.

K.A. said that they had now issued Improvement Notices but these have not been reported to either the Area Meeting or this meeting. This would be rectified at the next cycle.

d. FPN Hearings

No new Hearings reported.

e. Remits from SRWR Steering Group

# No issues had been remitted from the SRWR Steering Group.

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

a. Report

The Committee noted that the next HAUC UK meeting will be held on 22nd May 2017. The last meeting held in March agreed 6 Strategic Themes for consideration. They are: -

Skills and Training

Communications

Performance

Technology and Innovation

Safety

Systems

The Committee are looking at the Organisation and how it is managed and operated. The Committee have set priorities to be worked on.

A Phone App is to be developed to give guidance on the SROH and Safety issues. There is funding in place to do the development. In time the App could be used to design the Traffic Management using the information submitted from the site measurements and other relevant information.

ai. Convention Update

The 2018 Convention will be held in Manchester at the Old Trafford Cricket Ground on the 17th May 2018.

aii. The Street Manager Project

The project is ongoing and will be reported on as necessary. The DfT is looking at how the S.Us and R.As communicate with each other and will be consulting to get the project developed.

The DfT will be in discussion with the Transport Minister to agree funding.

The proposal is that the system will replace ETON and will include all information for a street including what is above and below the street, Traffic Orders and the full history of the street.

It is hoped to introduce the system in October 2019 but this could be subject to change.

The cost and efficiency of carrying out road works is the driver behind this project.

b. HAUC (UK) Advice Notes

No new Drafts had been issued for consideration.

bi. Draft National Guidance on Street Works and Archaeology

This matter is ongoing and needs to be raised so that a report will be made to the next meeting.

c. Training and Accreditation

The previously circulated paper from Lindsay Henderson was taken as read. L.H. is attending the meetings and will keep the RAUC(S) Community up to date with the discussions south of the border.

d. Diversionary Works

No issues were raised but meetings may be called again in the near future.

e. Reinstatements

The Committee noted that Appendix 9 was being reviewed to deal with material development and innovation.

This will feed into SROR Group discussions.

f. Safety at Road Works

No issues raised.

g. Records

No issues raised.

gi. PAS 256\_Review Panel Overview

D.J.A. indicated that the document had been redrafted to accommodate the Scottish legislation and codes. It has now been published and contains conventions for recording plant.

This Item should be removed from the Agenda. **Action – Secretary (Actioned Closed)**

h. Representation on HAUC UK Sub Groups

No issues raised.

**8. Standing Reports**

a. The Scottish Road Works Commissioner’s Report

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

* The Performance Reviews are being drafted and will be issued late June / early July to the C.E.Os and the Primary Contacts. If there are any errors noted they should be passed to N.B.
* The Quarterly Reports now contained a Dash Board report for quick reference to an Organisation’s performance over the quarter and cross reference to other Organisations. The Commissioner circulated a copy of the Dash Board for the last Quarter for the whole Community.

The areas in red indicate categories which have poor performance and need action.

He highlighted areas of concern due to the high numbers of Early Starts in Aberdeenshire, Clackmannanshire, Western Isles, East Dunbartonshire, Glasgow City, Perth and Kinross and Transport Scotland M8/M73/M74 DBFO. There were high Early Starts recorded for several the smaller S.Us.

The following Organisations are currently Under Review: -

City of Edinburgh Council, East Renfrewshire Council, Transport Scotland, Aberdeen City Council and Highland Council

City Fibre and Virgin Media

The following Organisations are being considered for review

Renfrewshire Council, West Dunbartonshire Council and Glasgow City Council

All Organisations which appear in the red on the dash board should be reviewing their methods of working and advising the Commissioner’s Office of what actions they are taking.

* A part time member of staff is being employed 2 days a week to carry out Deflectometer testing.
* The Business Plan has been published and can be read on the Web Page.
* The Invoices for the Fees were due to be paid by the end of May. There are still 10 Organisations (2R.As / 1 S.U. and 4 small S.Us) which have not paid. They have been reminded.
* The Commissioner has issued Penalties to CityFibre for breach of safety and failure to comply with Scottish Regulations.

The problems are being addressed by CityFibre.

* The Tender process is on programme. The Working Group are now evaluating the Bids which were submitted and it is likely that more information will be available at the end of June. The Commissioner recorded his appreciation of the work of the Group.
* The Training and Accreditation Legislation was issued at the beginning of April and aill come into force on the 4th of September. The Links to the Legislation and the Guidance Document are on the Commissioner’s Web Site (Currently under Whats New).
* L.H. is on the TAG1 and TAG 2 Committee.

b. Policy Development Group

The following Items had been discussed at the last meeting: -

* In the Training and Accreditation Legislation Operatives will require reassessment when their card runs out. Card holders can be reassessed before September with their new card being valid from the date it runs out after 4th September. This will avoid any rush for reassessment after that date.

An information event may be held at Victoria Quay before September and anyone wishing more information should contact S.E.

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 comment: -

* There had been outages on the Register and data is available on the site about the dates and durations etc. This information will assist R.As to assess whether or not a FPN should be issued.
* The request from the Commissioner to use the Register at peak times only for management of Notices along with the reduction in the time out period appear to have been successful with the peaks falling to about 250.
* The previously circulated VAULT FAQ paper was now available from the Commissioner’s Web site to download. It answered various questions about the operation of VAULT.
* The Commissioner is continuing dialogue with the Telecom S.Us about getting their data on VAULT He was hopeful of progress finally being made this year.

cii) Gazetteer Upload Report and the Highlight Report

The previously circulated reports were taken as read with the following comment; -

Graham Smith who currently Chairs the Gazetteer Group will retire on 4th August. For the present, the existing members of the Group will take turns of Chairing the meetings.

On behalf of the Community, RAUC(S) recorded its appreciation for all the input from Graham to the Gazetteer over the years.

The One Scotland Gazetteer may in future be the definitive version for Scotland which will be maintained and used to support the SRWR.

The Secretary was asked to remove the Draft Matrix Item from the Agenda. **Action – Secretary (Actioned – Closed)**

d. SCOTS Report

There was no report from the last SCOTS meeting.

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

1. AVK Water Meter Boundary Boxes

There was no discussion on this item and it can be removed from the Agenda. **Action – Secretary (Action completed – Closed)**

1. SGN Plant Information

The plant information is now provided by SGN via LinesearchbeforeUdig. Th problem appears to be the amount of papers which are sent via email which clogs up inboxes. There may be problems if there are substantial requests submitted. The Committee suggested that a presentation be provided to the next meeting. **Action – Co-Chairs**

1. SE Area Agenda

The Committee noted that the SE Area Meeting agenda would be standardized with the other four Areas. The Safety item would be added to the next meeting Agenda.

1. FPN Management Training Courses

In response to a request for this course to be provided I.R. asked R.As to email him and if there were sufficient numbers he would endeavor to have the course run. **Action – R.As**

1. Users Forum

The Format of a User’s Forum would this year depend on whether or not a new provider was appointed following the completion of the Tender process.

1. Section 96 Road Damage on Diversionary Routes

This subject which was raised by Scottish water at the last meeting was raised again.

The problem which was being raised was the different ways of dealing with damage to diversionary roads by R.As. Scottish water was looking for a standard procedure to be set up and suggested the drafting of a short Advice Note.

It was pointed out that this was a Roads(Scotland) Act matter and was not one for RAUC(S) to set up an advice note. SCOTS in conjunction with Transport Scotland are about to set up a Group to review Roads Legislation so this would be an Item which they could be asked to review. **Action – J.C.**

1. Advice Note 1 - Plan Scales

Advice Note 1 recommends the use of plans at 1:500 but it was suggested that this should be revised.

Reference was made to PAS 256 which had different options and should probably be mirrored.

The Commissioner and C.McQ should agree a form of words which would be passed to the Co-Chairs for acceptance to add to the Advice Note. **Action – The Commissioner /** **C.McQ. / A.R. / J.C.**

**10. Dates of Next Meetings:**

**AGENDA MEETING (Edinburgh City RAUC(s) Meeting (Edinburgh**

**City Chambers) City Chambers)**

**Wednesday 16th August, 2017 Wednesday 6th September, 2017**

**Future Meeting Dates:-**

RAUC(s) Agenda RAUC(S)

Setting Meetings Meetings

Wednesday 15th November, 2017 Wednesday 6th December, 2017

The meeting Closed at 15.25