



## NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES COMMITTEE

### Minutes of the QUARTERLY MEETING

Date: Wednesday 4<sup>th</sup> August 2021

Meeting held online on MSTEAMS

#### Present:

Darren Grant (Chair)	D.G.	SSEN
Caroline Auld	C.A.	Network Rail
Nitha Babu	N.B.	Aberdeenshire Council
Clare Callaghan	C.C.	Scottish Water
Gerry Cullen	G.C.	Traffic Scotland
Irvine Ellis	I.E.	SSEN
Michael Erskine	M.E.	ESPUG
Clark Findlay	C.F.	Ineos
Jim Forbes	J.F.	CityFibre
Lauren Goodman	L.G	BEAR Scotland
Mike Gray	M.G.	BEAR Scotland N.W. and N.E. Areas
Julie Greig	J.G.	SGN
Barry Hall	B.H.	GTC-UK
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
David Hearty	D.H.	MBNL-EE/3
Cores Itziar	C.I.	Balfour Beatty (AWPR O & M)
Fiona McInnes	F.McI.	Scottish Water
Donald Macleay	D.A.Macl.	Western Isles Council
Duncan MacLennan	D.MacL.	Openreach
Alison MacLeod	A.MacL.	The Highland Council
Craig McQueen	C.McQ.	Scottish Water
Ryan Newlands	R.N.	BEAR Scotland N.E.
Kevin Price	K.P.	The Moray Council
Kat Quane	K.Q.	Transport Scotland
Neil Robertson	N.R.	Shetland Islands Council
Iain Ross	I.R.	o.S.R.W.C.
Ruth Scott	R.S.	NEOS Network
Antony Thorpe	A.T.	Balfour Beatty (AWPR O & M)
Donald Wilson	D.W.	Orkney Islands Council
Peter Walton	P.W.	Lumen

#### In Attendance:

George Borthwick	G.B.	Secretary
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#### Apologies:

David Armitage	D.J.A.	Aberdeenshire Council
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#### Apologies Continued:

Karyn Davidson	K.D.	Vodafone
Gary Hay	G.H.	SSEN
Carole McDonald	C.McD.	CityFibre
Alex Rae	A.R.	SGN
Kenny Roy	K.R.	Orkney Islands Council
Lewis Stacey	L.S.	ABS Streetworks

## **1. Welcome and Introductions**

Darren Grant (SSEN) welcomed all to the meeting and thanked all Representatives for attending.

Apologies were recorded as above.

## **2. Minute of the last Meeting held on 5<sup>th</sup> May 2021**

### **a. Accuracy**

The Minutes of the previous meeting held on Monday 5<sup>th</sup> May 2021 on MS TEAMS were agreed as read with the following addition.

In the sederunt, Craig Mitchell should be recorded as SGN.

### **b. Matters Arising**

Matters arising from the previous meeting are recorded on the Action Tracking Summary.

## **3. National Coring Programme**

C.McQ. reported to the Committee as follows: -

- The Group is meeting monthly to prepare for the Programme.
- The revision of the Advice Note No.3 is ongoing.
- The B.S. has changed in relation to the threshold for voiding so the Advice Note will need to be updated to accommodate the change.
- In addition, the SROR will need to accommodate the change. This will be raised at RAUC(S) under the discussions on the Coring Programme. **Action – C.McQ.**
- The Lead Authorities have been agreed for all Areas based on the current 5 Area RAUCs.
- The coring is currently based on a minimum trench width of 350mm, but CityFibre are using a 160 / 170mm track. This problem will be reviewed, and a suitable arrangement agreed. On this width of track a 100mm core would affect the integrity of the reinstatement and a smaller core would be out with the specification.

With the increasing use of narrow trenching, it was important that a suitable solution was found.

R.As were obviously concerned about the integrity of the road post reinstatement and a solution may be to take out a square and reinstate it.

K.H. suggested that a research project may be needed to develop a suitable solution to this matter and indicated that he may be able to provide financial support to such a project.

The Committee noted that there were still problems with the lack of HAPAS approval for the use of cold lay materials and more work is required on that development. If fully approved they may be a suitable way of reinstating the squares removed following the coring.

This will be raised at RAUC(S) under the discussions on the Coring Programme.

**Action – C.McQ.**

#### **4. Matters Arising from RAUC(S) Meeting – 2<sup>nd</sup> June 2021**

The previously circulated draft Minutes were taken as read. Any queries about the content can be passed to D.G. who would endeavour to provide the answer. Comment was made on Items as follows:

- Advice Note 22 has been revised in preparation for the removal of Section No. 61 Notices from the legislation. The revised document has been circulated and any comments are required as soon as possible as the intention is to have it approved at the September RAUC(S) Meeting. West Lothian Council has suggested that the Advice Note refers to the need for Quality Plans for Section 109 Notice applicants.
- RAUC(S) Constitution – (J.F. / M.P. / A.R. / David Carter) have been developing a revised Constitution which is to be presented at the September RAUC(S) Meeting for approval with introduction in April next year.

The papers circulated to this meeting were based on the original plans and the comments received from the Community. The Local meetings have been reset to 4 per year.

A.MacL. was still of the view that Dundee and Angus were not relevant to the working of NoSRAUC and should be removed. She noted that her comments had not been received she indicated that the reason for this would be checked. K.P. agreed with the comments made by A.MacL.

J.F. indicated that despite the proposals being circulated and discussed at a R.A. meeting the Working Group had only received one response and that was considered and incorporated into a revised plan.

Comment was made that coordination was dealt with at the Local meetings and the Agenda for the Area meetings were strategic / general and would not normally be affected by boundaries.

The reduction in the number of Area / Local meetings was a benefit to all especially the S.U.s who have to attend most of them. The Committee agreed that the burden was not so great now that meetings were being held online.

All must note that the circulated proposal was being submitted to the RAUC(S) Meeting in September for approval and introduction.

- Quality Plans –

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

The Working Group had been meeting and the results of their deliberations have been circulated pending the discussion at the RAUC(S) Meeting in September.

R.As are not at present required to use a Q.P. but the Commissioner commented that R.As should have one on the shelf even if they are not using it. The Q.P. should be in line with the Specification which was circulated.

There is also the requirement on applicants for a Section 109 to provide a Q.P. and it has been suggested that R.As provide a standard plan which could be issued to be followed by the applicant / contractor. These may have to be relatively simple to follow and adhered to.

The R.A. must be satisfied that the Applicant and / or the Contractor is appropriately qualified to carry out the work in the road. The Applicant / Contractor must carry out and complete the work to the same standard as a S.U. The Commissioner indicated that consideration must be given to the extent of the works e.g., road crossing or long section of plant with the possibility of serving more than one property.

The R.As on the Working Groups are considering these issues and will comment in due course. There may need to be secondary legislation. There may need to be a balance between quality and red tape. Any suggestions should be passed to the Working Group.

R.As already have a knowledge of the abilities of Contractors in their area. The problems are usually associated with the one of road crossing / connection.

The proposal is for a soft introduction of the Q.P.s in spring 2022 with full operation required by spring 2023.

#### a) RAUC(S) Working Group Recruitment

The schedule is currently up to date with NoSRAUC Representatives filling all the required appointments.

K.P. indicated that he was retiring so a replacement would be required on the Coring Working Group. A.MacL. indicated that she would subject to the approval of her Manager join the Group.

The Chair thanked K.P. for all his input to the group and the RAUC(S) Community.

#### b) Scottish Government Update

K.Q. provided the following Updates: -

- The Covid Advice is due to be updated following Government consideration of the current trends. The revised paper would be issued following the meeting.
- If you are pinged by the App you require to self-isolate pending an all clear result from a PCR test. If you get a positive test result or have Covid 19 symptoms you should immediately self-isolate until you receive a clear test result, and the symptoms are clear.
- Requirements for vehicle sharing will be issued on 9<sup>th</sup> August.
- Where you are working inside you are still required to wear a mask.

- Parliamentary Slots are being made available which will allow progress to be made on the Roads (Scotland) Act 2019. The previously issued Batch Diagram has been updated and reissued with the dates added where known. If there are any queries they should be passed to K.Q.

#### Superfast Broadband

The Scottish Government holds premise-specific information on planned commercial broadband delivery which is available at <http://www.scotlandsuperfast.com/> with an enquiry form for more information if required. This may be useful to R.As in particular, in responding to misdirected public enquiries over broadband installation.

#### N.H.S. Emergency Treatment – EU Operatives Working in Scotland

All should note that EU Operatives working in Scotland can have Emergency / Urgent treatment free at point of use. It is not fraudulent to seek treatment even if you are a non UK national, so there is no need to give a false name or wait until returning to your home country to seek emergency treatment. There are other guidelines for non emergency treatment.

### **5. SRWC Report & Performance & Management**

#### **SRWC Indicators and Statistics Reports**

The Commissioner provided a verbal report as follows: -

- A Webinar will be held in conjunction with Transport Scotland for Senior Management to remind them of the main road works provisions in the TSA 2019 and associated changes. The presentation was due to be held last year but due to Covid 19 it was postponed, and it is now felt that a reminder should be provided on the key provisions to assist with planning and organisation ahead of the relevant sections being introduced.

The main issues which will be included on the Webinar will include: -

- Mandatory Red Book for Roads Authorities
- Reinstatement Quality Plans
- Mandatory submissions to Vault
- Actual Start/Closure notices
- Commissioner Authorised Officers and Compliance Notices
- Revision of SROR and 6-year guarantee period

The webinar which will be on MS TEAMS will last about an hour and is provisionally booked for 28<sup>th</sup> October. More information on the event will be provided nearer the date. A letter of invitation will be sent out to Senior Contacts in due course, but all are asked to speak to their Managers and get them to set the date in their diaries.

#### Quarter No. 1 2021 / 22 Performance Dashboard

- The Dashboard has been circulated prior to the meeting. The subtle changes to indicator targets contained in the Compliance and Monitoring Bulletin No. 4

issued in March 2021 (available on the SRWC website) have been applied to the data recorded in the Dashboard.

- **2020/21 Performance Reviews** – Following on from the 2020-21 Performance Reviews: - 12 Roads Authorities and 8 Statutory Undertakers were asked to submit a response on the non-compliant aspects of their road works delivery. Most Organisations responded by their respective sector deadlines.
- **Improvement Plans** - 4 Organisations (1 RA and 3 S.Us) continue to be reviewed quarterly, with an additional 2 currently being considered for inclusion.

The Submission date for Q2 Improvement Plans for 2021/22 is Friday - 15 October 2021.

- Any comments on or queries about any of these items should be passed to the Commissioner's office at [enquiries@roadworks.scot](mailto:enquiries@roadworks.scot).
- SROR review is ongoing. The scoring undertaken by the RAUC(S) SROR Working Group was complete and the scores and comments were collated by the Commissioner's office. The resulting data is being reviewed and a progress report will be presented to the RAUC(S) September meeting.

## SRWC Report

I.R. provided a verbal report as follows: -

- Fees and Amounts – All invoices have been paid and all were thanked for paying promptly.
- SRWR Support Desk  
A reminder was given that Symology had introduced a new telephone number **0808 196 8341** for reporting issues or raising queries. Contact can still be made by email to [srwr@symology.co.uk](mailto:srwr@symology.co.uk).

If the Support Desk are not able to resolve the issue or have closed it without resolving it to your satisfaction you can escalate it to Iain Ross (via [enquiries@roadworks.scot](mailto:enquiries@roadworks.scot)) with details of the problem.

- SRWR Aurora V2  
Symology plans to release a major upgrade to their Aurora system used by the SRWR in mid-October 2021.

The new Version includes enhancements to the look & feel of the system to make it more user friendly; improvements to the mapping, including allowing a view closer to the street; and some new functionality around reporting, such as the ability for reports to be produced overnight.

Further details can be found by watching Webinar 7, available on the Aurora Community Portal news page.

- SRWR Webinars  
Symology have now held several webinars on various aspects of the SRWR. Any suggestions for topics for future webinars should be passed to Symology. There has been good feedback about the Webinars from the Community.
- SRWR Interfacing  
All Organisations are reminded that there are tools available to allow the SRWR to interface directly with works management systems. Enquiries about the facilities should be passed to Iain Ross (via [enquiries@roadworks.scot](mailto:enquiries@roadworks.scot)).

- BT/SRWC Vault License Agreement  
The Commissioner has now entered into an agreement with BT allowing access to their asset data. This will hopefully soon lead to BT data being available on the Vault.
- RAUC(S) Papers Distribution  
The RAUC(S) Secretaries (George Borthwick and Brian Cooper) are being given access to Office 365. It is planned to circulate the papers for the relevant meetings using OneDrive shared folders from the next tranche of meetings. Details on how to access the papers will be circulated to members before the meetings.
- RAUC(S) Website  
All chairs of Local RAUC and Working Group Meetings are reminded of the need to keep George appraised of changes to their groups and provide hi, with Minutes and relevant papers so he can keep the RAUC(S) website up to date.

6. **Improvement Notices** – No Improvement Notices had been raised in the last quarter in the NoSRAUC Area.
7. **Health and Safety** – No new Bulletins had been issued or problems raised during the previous quarter.
8. **Combined Reports and Comments**

**Aberdeen City Council – No representative online.**

**Aberdeenshire – N.B.**

- There were no issues to be raised.
- The programmes are progressing, and details of sites are recorded on the Register.

**Highland Council – A.MacL.**

- There were no issues to be raised.
- The programmes are progressing, and details of sites are recorded on the Register.

**Moray Council – K.P.**

- K.P. notified the meeting that he was retiring, and this would be his last NoSRAUC Meeting. He thanked all for their help and assistance over the period.
- There had been no formal Local Meeting, but the programme of works was recorded on the Register and regular contact was made with the local contacts.
- Information on the person appointed by Moray to attend the meetings would be passed to the Chair and Secretary when it is available.

**Orkney Islands Council – M.W.**

- The next meeting will be held in 2 weeks time.

**Shetland Islands Council – N.R.**

- All works are recorded on the Register and are being progressed.
- There were no other issues to be remitted to this meeting.

**Western Isles Council – D.A.McL.**

- There were no issues to be raised.
- The next Local meeting will be held on 2nd September 2021.

#### **Aberdeen Western Peripheral Road – A.T. / I.C.**

- Routine maintenance and emergency works are ongoing with lane closures as necessary.

#### **BEAR Scotland N.W. – M.G.**

- Works are recorded on the Register and progressing.
- The sea defence project in Fort William has been extended.
- There were no other issues to be raised.

#### **BEAR Scotland N.E. – R.N.**

- The schemes have been recorded on the Register.
- Resurfacing works on the A96, Regent Street, Keith will result in traffic issues for two weeks from 29th August to 7<sup>th</sup> September with convoy used over night and temporary traffic lights during the day.
- Works are programmed for A96, Newtongarry, north of Huntly.

#### **Traffic Scotland – G.C.**

- No issues to report.

#### **Digital Scotland – Kat Quane (see Item No. 4b above)**

#### **CenturyLink – P.W.**

- No issues to raise except to record that Century Link has been renamed as Lumen Technologies. **Action - Secretary**

#### **CityFibre – J.F**

- No major issues being recorded on the works in Aberdeen and Inverness. Meetings were being held with the Councils to discuss the ongoing works.
- Duct Sharing is being provided and used where possible. On this basis the track from a box may not be the work of the S.U. responsible for that box. Discussion on reinstatements with Councils are welcome.

#### **Energy Assets – No Report**

#### **ESPUG – M.E.**

- No issues to be raised.

#### **GTC – B.H.**

- No issues to be raised.

#### **Ineos – C.F.**

- No works in the area at present.

- No other issues to raise.

### **LastMile – No report**

### **EE / MBNL / 3 – D.H.**

- Works posted on the Register.
- No issues to raise

### **Network Rail – C.A.**

- No issues with the ongoing programme which is all on the Register.
- There is a problem with recording and updating Diversionary Works Notices. Synology are dealing with this matter.

### **Openreach – D.MacL.**

- Works posted on the Register.
- No issues to raise

### **Scottish Water – F.McI.**

- During the period there has been an increase in bursts which have required attention.
- There has been a change of T.M. Contractors and temporary traffic signals with Adaptive Detection Systems are being considered. This should improve traffic flows and reduce the use of manual control. An update will be provided at future meetings.

**C.McQ.** commented as follows: -

- The reinstatement problem on Hoy which was reported by Orkney Islands Council will be dealt with.

### **SGN – J.G.**

- As commented by F.McI . SGN are considering the use of ADS. The removal of manual control also has the health and safety benefit.
- Works are on the Register.
- Bursts were at a low level in the quarter.
- Programmed works are ongoing.

### **Sky – No Report**

### **SSEN – I.E.**

- Works posted on the Register.
- No issues to raise

### **Neos Networks – R.S.**

- Works posted on the Register.
- No issues to raise

**Virgin Media – No Report**

**Vodaphone – No Report**

**Verizon – No Report.**

**9. AOCB**

**a. List of Plant Protection Systems**

The list would be circulated to each meeting, and all were asked to check the data and advise the Secretary of any additional information or changes so that it could be kept up to date on the Web.

**b. Emergency Contact Details**

The list would be circulated to each meeting and all were asked to check the data and advise the Secretary of any additional information or changes so that it could be kept up to date on the Web. An early update to the list on the web page is needed so respond with the Secretary asap.

**Action - All**

**10. Date and Venue of Next Meeting**

The Next Meeting will be held on **Wednesday 3<sup>rd</sup> November 2021 (10.30)**

**VENUE – MS TEAMS**

**Future Meetings: - To be agreed.**

J.F. suggested that for the present meetings should continue online. K.Q. confirmed that face masks would need to be worn at a face to face meeting. She would advise the Community if that rule changed.

In the future blended meetings may be the way forward with Representatives able to dial into the meeting to save long distance travel etc. Venues would need to be able to accommodate the dial in facility. Prior to the Covid 19 lockdown, Highland Council hosted a blended NoSRAUC meeting and it worked reasonably well for online and dial in.

The preparation of the 2022 meeting diary will be carried out after the next RAUC(S) Meeting.

The Meeting Closed at 12.15