



**NORTH of SCOTLAND AREA ROADS AUTHORITIES & UTILITIES
COMMITTEE**

**Minutes of the
QUARTERLY MEETING**

Date: Wednesday 6th February 2019

**Learning Centre Meeting Room, The Highland Archive Building, Bught Road,
Inverness, IV3 5SS**

Present:

Tommy Deans (NoSRAUC Chair)	T.D.	BEAR Scotland N.W. and N.E.
Kevin Abercrombie	K.A.	Aberdeen City Council
David Armitage	D.J.A.	Aberdeenshire Council
Gerry Cullen	G.C.	Traffic Scotland
Karyn Davidson	K.D.	Vodafone
Garry Duncan	G.D.	SSEN
Irvine Ellis	I.E.	SSEN
Jim Forbes	J.F.	CityFibre
David Hearty	D.H.	MBNL / EE
Lindsay Henderson	L.H.	O.S.R.W.C.
John Johnson	J.J.	Shetland Islands Council
Caroline McAdam	CMcA.	Network Rail
Fiona McInnes	F.McI.	Scottish Water
Donald Macleay	D.A.Macl.	Western Isles Council
Alison MacLeod	A.MacL.	The Highland Council
Peter MacNab	P.MacN	Bear Scotland N.W.
Hazel Moore	H.M.	BEAR Scotland N.E.
John Muir	J.M.	G.T.C.
Kevin Price	K.P.	The Moray Council
Stephen Scanlon	S.S.	Openreach
Ruth Scott	R.S.	SSE Telecom
Kevin Skinner	K.S.	Scottish Water
Antony Thorpe	A.T.	Balfour Beatty on A.W.P.R. O & M

In Attendance:

George Borthwick	G.B.	Secretary
Robert Young	R.Y.	Scottish Government (Digital Scotland)

Apologies

Ian Humphries	I.H.	Energetics
Damian Irving	D.I.	CenturyLink
Duncan MacLennan	D.MacL.	Openreach
Neil Robertson	N.R.	Shetland Islands Council
Kenny Roy	K.R.	Orkney Islands Council

Apologies (Continued)

Derek Smith	D.S.	The Moray Council
Tom Smith	T.S.	Shell

1. Welcome and Introductions

Tommy Deans (BEAR Scotland) welcomed all to the meeting.

Apologies were recorded as above.

2. Minute of the last Meeting held on 7th November 2018

a. Accuracy

The Minutes of the previous meeting held on Wednesday 7th November 2018 in the Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR were agreed as read.

b. Matters Arising

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

3c. Highland Council - Openreach - A box built on the line of a ditch on Drumossie Brae

The box is still in place with the inadequate drainage pipe and a replacement box has been built blocking the diversion pipe thus blocking the ditch. This matter has been ongoing without a satisfactory solution. S.S. was asked to arrange for a report to be provided to Highland Council copied to NoSRAUC via the Secretary. **Action – S.S. / Secretary**

3. Local RAUC Reports

a. Aberdeen City Local RAUC

No issues were remitted to this meeting from the Aberdeen City Council Local RAUC.

b. Aberdeenshire Local RAUC

No issues were remitted to this meeting from the Aberdeenshire Council Local RAUC.

c. Highland Council Local RAUC

A.MacL. expanded on the previously circulated paper about works carried out on an Openreach scheme in Skye as follows: -

- A site was agreed for a trial using a Ditch Witch to lay a fibre optic cable in the verge.
- Without discussion or agreement, the trial was carried out at a different location.
- There were issues about insufficient cover being provided to the cable. If works were to be required in the verge the cable could be damaged and would likely require to be lowered.
- The Notices recorded on the Register were incorrect.
- The work was carried out by Openreach in house contracting division.

Highland required the cable to be relayed and for the present without further discussion the Ditch Witch was banned.

S.S. was asked to investigate the matter and respond to A.MacL. with a copy to NoSRAUC Representatives via the Secretary. **Action – S.S. / Secretary**

d. Moray Council Local RAUC

No issues were remitted to this meeting from the Moray Council Local RAUC.

e. Orkney Islands Local RAUC

No issues were remitted to the meeting from the Orkney Islands Council Local RAUC..

f. Shetland Islands Local RAUC

No issues were remitted to the meeting from the Shetland Islands Council Local RAUC.

g. Western Islands Council

No issues were remitted to this meeting from the Western Islands Council Local RAUC held on 6th December 2018. The next meeting will be held on 7th March 2019.

4. Matters Arising from RAUC(S) Meeting – 5th December 2018

The previously circulated draft Minutes were taken as read with D.J.A. making comment as follows: -

- A presentation on the contents and use of the SRWR Apps was given by Iain Ross. As the NoSRAUC Reps had not had an opportunity to hear the presentation L.H would repeat it at the end of this meeting.
- The Co-Chairs were asked to write to the Island Councils asking them to take part in the National Coring Programme. J.J. indicated that Shetland was still considering the request. To take coring contractor over to the Islands would be expensive and with budget restraints it was being questioned by the Island R.As if they could merit the costs which would be incurred.
- Openreach Request for a Datum Level to be agreed to set the level of Plant in the Verge – The R.As at the meeting indicated that the datum had to be the adjacent road level to avoid plant being at a level where it would compromise future maintenance. This was remitted to the SROR Working Group to agree a revision to the Code.

The Group had still not considered this matter but K.S. would raise it at the next meeting but he considered that it may need an extra section in the Code to cover this issue as plant depth was not covered in the existing document. A discussion paper would be brought forward to RAUC(S) on the review of the SROR and it would include comment on this subject. **Action – K.S.**

- The review of the SROH had been issued to a Consultant with little Community input and only a final draft being circulated for comment. It may include a section on slot cutting which may require a review of legislation to deal with the issues of shallow plant being damaged in future R.A. or S.U. works for maintenance or new works.

The R.A. representation on both the SROR and SROH Working Groups was essential to ensure that what was agreed was fit for purpose and maintained the integrity of the structure. This should be raised at RAUC(S). **Action – D.J.A.**

a) RAUC(S) Working Group Recruitment

At present the Groups are well populated but there is still a need for a representative from the NoSRAUC Area for the Inspections Working Group. All should consider either volunteering or providing a volunteer with suitable knowledge from their Organisation. **Action - NoSRAUC**

5. National & Local Coring Update

i. National Coring Update

A short verbal update report was given to the meeting as follows: -

- The Advice Note had been issued following consultation.
- Despite the involvement on the group from Transport Scotland, confirmation was awaited on the coring on Trunk Roads.
- There were factors which would have to be ironed out with the Operating Companies about dealing with the programme / contract in their area.
- The coring was to be restricted on the Trunk Roads to sections with a speed limit of 40mph and below. This would be covered by standard Red Book traffic management but there would be a need to operate under network access agreements. There was a view expressed that all road categories should be included to provide a bench mark for Quality Plan data in the future.
- There is still confirmation awaited from some of the Island Councils. The concern was related to the potential extra cost of the programme on the Island due to transport on ferries etc.
- Aberdeenshire will request details from each R.A. on who is their Lead Contact on the programme. **Action – D.J.A. / All R.As**
- The sample for coring an S.U. in an is for 2% or a minimum of 5 cores.
- The works are issued as mobile works with the relevant signing and guarding.
- The coring on the Trunk Road would be carried out along side the Council Area in which the Contractor was working.
- It would be unlikely that the Island Councils could core their own sites as they would be unlikely to hold the required accreditation.

ii. Local Coring Programmes Update

No issues were raised under this Item.

6. SRWC Report & Performance

a. SRWC Report

The following verbal report was submitted from the Commissioner's office: -

- The HAUC UK Conference is to be held on 16th May at the Emirates Stadium in Manchester. This is a free event and as many Scottish representatives as possible should attend.
- N.B. has left the O.S.R.W.C. to take up a post with UK Statistics and Analysis. All wished her well in her new post.
- A person has been appointed to take over the vacancy and they will start work soon.

- All Organisations which had been called in by the Commissioner following the Performance Reviews had now attended meetings and their Improvement plans were awaited.
- It is likely that an all Scotland Statistic Report (Dash Board) will be issued in future replacing the individual Area Reports. These Reports will allow the data to be drilled down for individual Organisations.

b). SRWC Indicators and Statistics Reports

The previously circulated Dash Board Performance Report was taken as read with the following comments: -

Roads Authorities

- Aberdeen City works over runs need to be monitored.
- Highland Council Emergency Notices need to be monitored.
- To deal with Works Awaiting Registration the works should be registered as closed and not Works Clear.

Statutory Undertakers

- A number of the S.U.s need to review their performance.
- Openreach CAT A performance is low.

Trunk Road Operators

- Emergency and Urgent works appear to be high.

b. Improvement Notices – Action Tracking

The previously circulated paper had been issued for information and comment: -

It was noted that no Improvement Notices had been issued in the NoSRAUC Area in the last Quarter.

7. Safety

a. Safety Concerns/Issues

Comments on safety were recorded as follows: -

- T.D. indicated that the meeting needed to spend more time on this Item, and he would bring topics to future meetings. All should consider raising any key issues which had affected their Organisation in the previous quarter.
- The Police had indicated that they would attend the August meeting to comment on issues they had noted in relation to road works.
- All have a responsibility to deal with safety issues they see.
- One of the Scottish Water Contractors had been given training and were on a warning requiring improvement.
- Vulnerable Pedestrians should be remembered when setting up sites. When the signing and guarding was in place a check should be made that all was in place to allow safe passage through the works.
- There are sites which can only be dealt with via a road closure to allow safety zones pedestrian safety etc be provided.
- Sites should be set up in accordance with the Red Book, but not all sites can be accommodated with the ideal signing and guarding. A risk analysis should be used and recorded to check what can be provided for safety.

- Parked vehicles can be a hindrance to safety. This is relevant to private vehicles as well as those belonging to the Contractor.
- Alternative routes should be checked to ensure that they are adequate for diverted traffic.
- The use of short periods of all red control should be considered to allow sections of work to be accommodated. This did not include parking the vehicle in the road and closing the road.
- All should bring alerts and instances of good practice to the next meeting. **Action – All**

b. Traffic Management Issues

No Issues remitted to the Committee.

8. Information on Strategic Programmes of Works

a. Roads Authorities

There were no major works planned by the R.As. Works programmes were dealt with at the Local RAUC meeting.

b. Statutory Undertakers

There were no major works planned by the R.As. Works programmes were dealt with at the Local RAUC meeting.

c. Aberdeen Western Peripheral Road

The project is being progressed with the Tippetty and Blackdog sections north of the City now open along with Craibstone to Stonehaven.

The work on the Bridge over the Don is ongoing and there is no date issued for the opening of this section.

di. Superfast Broadband – Aberdeen City / Shire Programme Update

DSBB Programme is still on planned Programme Targets and have achieved nearly 3800 LIVE CABS and over 550 LIVE fibre PONS across all of the 27 Councils in the Rest of Scotland Area. Only Aberdeen City and Aberdeenshire are in the Rest of Scotland Programme within the North of Scotland Area RAUCS.

Deployment is now mainly through Fibre to the Premise (FTTP). Exchange Only Line (FTTC EO) solutions, which involve 2 new Streetside Cabinets/All In One – AIO – Cabinet/Fibre to the Remote Node (FTTrN), account for the remainder. FTTP deployment involves less civil engineering works and there should be a reduced impact on Roads Authorities and other utilities. There will probably be poing and moleplough works in rural areas.

The Contract 1 deployment ended in March 2018. An Extended Build Programme is now running until December 2019 and will be predominantly FTTP deployment.

Beyond that there is a further deployment planned, termed “Reaching for 100”, to cover the remaining premises that will be without access to Superfast Broadband. This contract is currently going through a complex procurement process, with award expected sometime this year.

dii. Superfast Broadband - H.I.E. Programme Update

Programme Overview – Highlands and Islands

As there was no representative present at the meeting there was no update on the programme.

9. Proposed Changes to Road Designations

a. Road Designation – Crovie

There will be a change of designation and detrunking on various roads in Aberdeenshire and Aberdeen City following on from the completion of the A.W.P.R. The Associated Data Tables will be revised to reflect the changes.

This will be progressed this year if the road is completed and handed over before April otherwise it will be next year.

10. Management and Operation of the SRWR

A verbal report on the Operation of the SRWR was presented as follows: -

- The invoices for the annual fees will be delayed. As a result, the period available for payment will be reduced.
- The Super User event being held next week to provide an over view of the Aurora development required an extra day due to the number of applications to attend.
- The Inspections App is still under test. The App when issued will include the ability to record non-referenced inspections.
- The SRWR Steering Group are investigating how the training will be provided for the rollout of Aurora.
- The training programme for the next round includes: -
Permits and Consents
Inspectors
FPN Administration
All interested should contact enquiries@srwr.gov.scot as soon as possible to avoid costs being incurred for courses which are either not wanted or not fully subscribed.
- The Web Services API which is available to allow transactions to be sent into the SRWR, is not currently in use by any organisation. All should review this facility with a mind to looking at how it could be used by their Organisation.

11. Gazetteer Report

The Report was taken as read with the following comment: -

- The NSG Specification and conventions are being reviewed and discussion with Maintenance Programme providers is taking place.

12. Systems Assurance Team

SAT is working with Symology on the Aurora Development. They are impressed by the development so far.

The system will probably be introduced in March 2020.

13. Community Apparatus VAULT

No general comment was made, and the upload information is covered in Item No. 6b.

14. 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.

c. Aberdeenshire - Operator Training

D.J.A. informed the meeting that the above training was being organised and if there are spare places, they would be made available to the Community. There would be a cost of attending the course. If there is anyone interested, they should contact D.J.A.

d. Aberdeen City – Associated Detrunking

Haudagain Roundabout and associated roads would not be detrunked until the improvement scheme is completed.

e. Road Closures

All S.U.s were reminded that early starts on sites requiring a closure could not automatically be granted and the work could not commence until the agreed date of the Order.

f. Caroline MacAdam – Network Rail

The meeting noted that this would be Caroline's last NoSRAUC meeting as she would be retiring before the next round of meetings. All thanks were recorded to Caroline for her input to the RAUC(S) Community over the years and the NoSRAUC Representatives wished her a long and happy retirement.

Caroline thanked the Committee for their support.

g. CityFibre - Inspections

J.F. reported that CityFibre are inspecting their own works and recording the results on the Register. Discussions about the inspections in Aberdeen are ongoing.

h. SRWR Apps

L.H. gave a presentation on the new Apps as follows: -

- The presentation is to introduce the Apps and encourage Operators to use them.
- You require separate access approval to 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. This is required 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 with a green dot - ready to start and with a 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 the information will be sent 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 for working out with normal working hours and for emergency works.

- 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 one 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 are 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.

15 Date and Venue of Next Meeting

The Next meeting will be held on **Wednesday 1st May 2019**

VENUE - The Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR

Future Meetings: -

August Meeting**	Wednesday 7th August 2019
November Meeting***	Monday 11 th November 2019

Meeting Venues: -

** The Learning Centre Meeting Room, The Highland Archive Building, Bught Road Inverness, IV3 5SS

*** The Beach Ballroom, Beach Promenade, Aberdeen, AB24 5NR

The Meeting Closed at 12.35