



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

**Minutes of the
QUARTERLY MEETING**

Date: 27th November 2018

**The Victoria Hall,
Sinclair Street,
Helensburgh
G84 8TU**

Present:

Fraser Smith (Chair)	F.S.	Argyll & Bute Council
Derek Barr	D.B.	West Dunbartonshire Council
Kevin Burns	K.B.	Inverclyde Council
Clare Callaghan	C.C.	Scottish Water
Douglas Cairns	D.C.	Traffic Scotland
Jim Clegg	J.C.	O.S.R.W.C.
Lesley Craig	L.C.	Renfrewshire Council
Karyn Davidson	K.D.	Vodafone
Tommy Deans	T.D.	Bear Scotland N.W.
Jillian Donaldson	J.D.	Renfrewshire Council
William Doyle	W.D.	Petroineos
Jim Forbes	J.F.	City Fibre
Clare Gordon	C.G.	Scotland Transerv
Douglas Haughey	D.H.	Centurylink
David Hearty	D.He.	MBNL 3 / EE
Ian Humphries	I.H.	Energetics
Caroline McAdam	C.McA.	Network Rail
Fiona McInnes	F.McI.	Scottish Water
Robert Mackay	R.Mack.	East Renfrewshire Council
Alan Mackechnie	A.Mack.	SSEN
Andy Matheson	A.M.	Virgin Media
John Mitchell	J.M.	Verizon
Christopher Murray	C.M.	Sky
Ronald Murray	R.M.	Petroineos
Alex Rae	A.R.	SGN
Scott Rodgers	S.R.	TT Pag Team / Transport Scotland
Calum Stewart	C.S.	Glasgow City Council
Iain Ross	I.R.	O.S.R.W.C.
Stephen Scanlon	S.S.	Openreach
Alistair Scott	A.S.	G.T.C.

Present Continued:

Ruth Scott	R.S.	SSE Telecom
Elaine Stewart	E.S.	SPEN
Sharron Worthington	S.W.	West Dunbartonshire Council

In Attendance:

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

Nisha Bunting	N.B.	O.S.R.W.C.
Peter MacNab	P.MacN.	Bear Scotland W.W. Area
David Paton	D.P.	Bear Scotland M80 DBFO
Robert Young	R.Y.	Digital Scotland (Scottish Government)

1. Welcome, Attendance and Apologies

Fraser Smith welcomed all to the West of Scotland Area RAUC meeting.

Apologies were recorded as listed above.

2. Approval of the Minutes of the Meeting Held on 21st August 2018

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 21st August 2018 in the Victoria Hall, Sinclair Street, Helensburgh, G84 8TU were approved with the following correction: -

Page No 4 Item No. 6b S.R.W.C. Indicators and Statistics

The 7th bullet point should read: -

- C.G. pointed out that the Scotland Transerv statistic appeared unfair as it referred to 1 error in over 800 Notices.

b. Action Tracking Summary

The comments on the actions from the previous meeting are contained in the updated Action Tracking Summary.

c. Presentation - SRWR Apps Guidance – Iain Ross

I.R. 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 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 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.

I.R. was thanked for his presentation.

3. **Local RAUC Reports**

The verbal reports from the Local RAUC meetings were recorded as follows: -

a) **Glasgow City**

Issues raised at the meeting included: -

- No issues were remitted to this meeting.

b) **Argyll & Bute, Inverclyde, Renfrewshire, E. Renfrewshire & W. Dunbartonshire RAUC**

Issues raised included: -

- Defective Apparatus Response Times

The SUs should be inspecting their apparatus and maintaining it. Where a Defect Notice is issued the S.U. should indicate the response time to the R.A. All Codes / Advice Notes should be adhered to. The R.A. should only need to carry out inspections to assure themselves that the safety of road users is being maintained.

Section 140 NRSWA – Utility Inspection Regime & Dundee Court Case

R.Mack. had taken the guidance of the East Renfrewshire Legal Section regarding a Utility's Inspection regime required under Section 140 of the NRSWA, this case and the decision of the Sherriff. The response was that this should not be considered a binding result and that another court could consider the previous case history but make a totally different judgement on the case brought before them. The O.S.R.W.C. has been asked for their view and while they can comment it would not be legally binding.

F.McI. indicated that she would review the comments with the Scottish Water Legal Dept.

Action – F.McI.

R.As always have to fall back position that they can sign the site and or make a repair and recharge the relevant S.U. While ongoing inspections can be made the R.A. budgets and staffing cannot sustain these.

Where an S.U. notes a defect, they should indicate that it has been recorded and is being actioned. In that way the R.A. is aware of the situation.

Despite the requirement on S.U.s to maintain and inspect their plant, there was a view that the roads were being inspected to a set regime by R.As and an additional inspection of plant by the S.U.s was not required.

S.U.s asked for an indication of what plant defects were not being dealt with timeously.

Action – R.As

This issue should be raised at the RAUC(S) but should go forward with details of the extent of the problem.

Action – R.As

This was an issue which should be reviewed by the Inspections W.G.

Plant in The Verge – Depth of laying

A query was raised by Openreach about the plant laying depth in the verge. It was not clear in the Codes where the standard depth was to be measured from. Was it the verge level or adjacent road level or some other arbitrary point?

The R.As were not aware of a set datum but the level would affect future reconstruction / maintenance of the road and verge. If the plant was laid in relation to the verge it could end up at road level or above it. The R.A. view was that the datum should be the adjacent road level which would accommodate a degree of maintenance say reduction of verge height or digging off lets.

This matter would be raised at RAUC(S).

Action – R.Mack.

M898 South of the Erskine Bridge

The extent of the work had been reduced and the road would only be affected by weekend overnight closures on the sections where the work was being carried out. C.G. thanked all Councils for their assistance in the preparation of the full closures which were agreed for the full scheme.

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

The previously circulated Minutes of the meeting were taken as read with the following comments: -

- Due to F.S. moving to a new post there is a need for new Representative on the Permits and Licensing Working Group.
- SAT needs a new Representative.

- Permits and Licensing Module - J.C. commented as follows: -
 - When Aurora is introduced the Permits and Licensing Module will be incorporated in the Register.
 - A meeting was arranged at the Symology Office at Larbert to review the work done on the facility in Aurora so far.
- The review of the Gazetteer conventions etc is ongoing.
- The review of Advice Note No. 3 was ongoing. The completed draft will be submitted to RAUC(S) at the December meeting.
 - Milestones should be achieved and where they are reached ahead of the date the work should go ahead to the next stage without delay.
 - Jim Clegg at the O.S.R.W.C. will be monitoring progress and will chase up any delays.
 - The Lead Authorities have all been appointed and their Representatives will be invited to meetings of the Working Group as required.
 - The SW Area Tender Document will be shared with the other areas as a potential standard.
 - Ian Jones (Fife Council) is the R.A. Co-Chair.
 - C.McQ. was thanked for driving the project forward.
- East Lothian Council was being pressured by a telecom firm to allow micro trenching to lay a fibre network in Gifford. RAUC(S) decided that it was for East Lothian to decide on the way they proceeded but to remember that if the proposed process did not meet the SROR it should not be allowed.
- In the TayForth Area, the Local RAUCs for Dundee, Angus and Perth & Kinross had amalgamated as Tayrauc.
- The performance Reviews had been issued. Some Organisations were asked to reply to the Commissioner with their comments and improvement plans for action on their poor performance.
- Jim Clegg replaces Tim Masters in the O.S.R.W.C.
- All should maintain their progress on providing data updates to VAULT.
- The recharging of Electric Vehicles was discussed. The provision of charging point from Street Light circuits was not a possibility in Scotland.

5. National & Local Coring Update

a) National Coring Update

- See previous Item

b) Local / Internal Coring Programmes Update

No issues raised on this Item.

6. SRWC Report & Performance

a) SRWC Report

I.R. commented on various issues as follows: -

- The Performance Reviews for 2017 / 18 were issued to both the S.U.s and The R.As. Where requested all should have replied. Make sure your response has been made as Aberdeen Shire and Highland were submitted late.
- Jane Dunlop returns to the Office on 3rd December.
- Kat Quane will be seconded to the Scottish Government to assist with the Transport Scotland Act.
- A reminder was issued that no personal details should be recorded in the free text field.
- For Freedom of Information requests the O.S.R.W.C. will try to redact personal details where required.

b) S.R.W.C. Indicators and Statistics

The previously circulated Dash Board Report with the performance for the last quarter was discussed as follows: -

- The statistics for TROs have now been issued on a separate schedule.
- Due to the change from three monthly to two monthly uploads, the Red, Amber and Green was allocated wrongly on the VAULT Report but the data was correct.
- If you have a problem with an upload you should contact the Support Desk.
- West Dunbarton performance on several headings needed attention. Staffing issues had been a problem and a report had been made to the Commissioner. The discovery of coal tar on several sites had also created programming problems.
- The Commissioner was querying how all Cat A sample inspections were passing and in that respect Renfrew and West Dunbarton would be contacted. Renfrew had already received an email and were very unhappy with the tone of the wording. It was possible that this would be escalated to senior management. If the target was being met by the end of the year there should not be a problem.

It had been noted that in some areas the abortive visits were being recorded as a pass.

c) Improvement Notice Action Tracking

There were no new Improvement Plans recorded in the WoS Area over the last Quarter.

7. Safety

a) Safety Concerns/Issues

L.H. had raised concern that there was never any concerns or discussions at any of the Area meetings under this Item.

The view was that if there were problems on sites they were dealt with straight away or raised and dealt with at the Local Meetings. Only when the matter could not be resolved was it escalated to the Area meeting.

Coal Tar

Coal tar was being discovered on sites and coring was now being carried out ahead of works to check for its presence. Where it was discovered the site was being recorded on the Register as a site of engineering difficulty.

The Road Research Lab was now involved in trying to find a definitive test for coal tar as the current test is not 100% accurate and they are looking for a way of dealing with the arisings. At present the Scottish depot which could deal with coal tar is closed so any arisings must be transported to England which is expensive and affects the already strained budgets. The coring, time lost and cost of removal are all affecting annual programmes.

Even the coring was not 100% accurate as the core is very localised and may miss the bulk of the material on the site.

The only way at present of dealing with the material was to leave it on place.

b) Traffic Management Issues

No issues raised on this Item.

8. Information on Strategic Programmes of Works

a) R.A. Programmes

No issues raised on this Item.

b) S.U. Programmes

No issues raised on this Item.

c) Update – Broadband Rollout

DSBB Programme is still on planned Programme Targets and have achieved over 3700 LIVE CABS and over 475 LIVE fibre PONS across all of the 27 Councils in the Rest of Scotland Area.

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 may be potholing and moleplough works in rural areas.

The Contract 1 deployment ended in March 2018 and a Delivery Report has been issued to Councils. There has been further ongoing deployment works as part of our extended build Programme which will run until March 2019. There are plans, not yet confirmed, post March 2019 to take forward further deployment involving FTTP installations. These plans are currently under discussion and will be confirmed in due course.

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 under procurement.

9. Proposed Changes to Road Designations

No changes were raised at the meeting.

10. Management and Operation of the SRWR

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

- The facility to run the Statistics Reports direct from the Register is due to go live. The Reports will be updated weekly.
- Report No. 19 ?????????????? should be available by Christmas.
- The Fees and Amounts Matrix is available if required for Budgeting for 2019 / 20.
- The Training programme is available on line. If there are any queries they should be raised with I.R.
- A Super User event will be held in February in Edinburgh and Glasgow to give an update on the progress of the Aurora Development. One to two representatives will hopefully be accommodated but if there is space extra Representatives may be booked.
- North Connect has joined the Register to deal with work in the North East Area.

11. Gazetteer Report

I.R. commented as follows: -

- The Gazetteer Group are reviewing the National Street Gazetteer Conventions to see what changes / rationalization is required. The R.As are unlikely to be affected to any great extent but the providers of the maintenance programmes will have to review their products to accommodate the revisions.

12. Systems Assurance Team

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

- SAT working with Symology on the development of Aurora.
- SAT interested in any suggested new functionality for the Register.
- The Team will discuss outstanding C.Rs at the next meeting .

13. Community Apparatus VAULT

The bimonthly upload facility is now in place but for the present Statistic Reports will continue to work on the quarterly cycle.

14. AOCB

a. List of Plant Protection Systems

The Secretary indicated that this Item would be a standard Item on future Agendas and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

The following two revisions were requested.

Action – Secretary

For Argyle and Bute and for Inverclyde: -
Yes – Respond via the SRWR.

b. Emergency Contact Details

The Secretary indicated that this Item would be a standard Item on future Agendas and would give all the opportunity to update their details in order that the schedule was up to date on the Web Site.

c. Issuing FPNs

Renfrew Council will start issuing FPS. Advice Note No. 16 should be followed. F.McI indicated that the Scottish Water contact is Irene Moore.

d. Fraser Smith

Fraser indicated that he had been appointed to a new post with no RAUC(S) involvement and would stand down from the Chair and the other Working Groups which he attended on behalf of the WoS Area. He thanked all for their assistance over the period.

The Committee thanked Fraser for his works and wished him well in his new post.

Stuart Watson has been appointed to the post in Argyll and Bute and will take over Fraser's duties including the Chair of WoS Area RAUC.

e. WoS Local RAUC

The Local RAUC will be Chaired by Robert Mackay.

15. Date and Venue of the Next Meeting

The Chair thanked all for attending and it was agreed that the next meeting would be held as follows:-

Next Meeting: – Tuesday 26th February 2019

**Venue: - The Victoria Hall,
Sinclair Street,
Helensburgh
G84 8TU**

Future Meetings: - May Meeting
August Meeting
November Meeting

Tuesday 21st May 2019
Tuesday 27th August 2019
Tuesday 26th November 2019

Meeting ended – 12.15pm