



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

**Minutes of the
QUARTERLY MEETING**

Date: 24th August 2021

Meeting held on MS TEAMS

Present:

Stephen Scanlon (Chair)	S.S.	Openreach
David Allen	D.A.	Amey (Southwest)
Caroline Auld	C.A.	Network Rail
Kevin Burns	K.B.	Inverclyde Council
Clare Callaghan	C.C.	Scottish Water
Joao Carmo	J.C.	SPEN
Gavin Cook	G.C.	East Renfrewshire Council
Stefeni Cownley	S.C.	ESPUG
Alan Crozier	A.Cr.	Energy Assets
Karyn Davidson	K.D.	Vodafone
Jillian Donaldson	J.D.	Renfrewshire Council
Jim Forbes	J.F.	CityFibre
Claire Gardiner	C.G.	Transport Scotland T.S.
Mike Gray	M.G.	Bear Scotland N.W.
Barry Hall	B.H.	GTC
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
Frederick Hart	F.H.	Argyll and Bute Council
David Hearty	D.H.	MBNL-EE/3
Lindsay Henderson	L.H.	oSRWC
Liz Jack	L.J.	Scottish Government (TS / SG)
Claire Kirkpatrick	C.K.	West Dunbartonshire Council
Andrew Matheson	A.M.	Virgin Media
Carole McDonald	C.McD.	CityFibre
Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
Christopher Murray	C.M.	Sky
Ronald Murray	R.M.	Petroineos
Ruth Scott	R.S.	SSE Telecom
Callum Stewart	C.S.	Glasgow City Council
Elaine Stewart	E.S.	SPEN
Alistair Wales	A.W.	Verizon
Peter Walton	P.W.	Lumen

In Attendance:

George Borthwick	G.E.B.	Secretary to RAUC(S)
Paul Tapley	P.T.	Virgin Media

Apologies:

Jamie Barr	J.B.	East Renfrewshire Council
Lesley Craig	L.C.	Renfrewshire Council
Gerry Cullen	G.C.	Transport Scotland T.S.
Julie Greig	J.G.	SGN
Owen Harte	O.H.	Virgin Media
Graeme McLaren	G.McL.	Renfrewshire Council
Clare O'Brien	C.O'B.	Argyll and Bute Council
Katrina Quane	K.Q.	Scottish Government (TS / SG)
Alex Rae	A.R.	SGN
Iain Ross	I.R.	O.S.R.W.R.
Allan Stewart	A.S.	Amey / M8 DBFO
Scott Sutherland	S.S.	Amey / M8 DBFO

1. Welcome, Attendance and Apologies

Stephen Scanlon welcomed all to the West of Scotland Area RAUC meeting which was being held on MS TEAMS.

Apologies were recorded as listed above.

2. Approval of the Minutes of the Meeting Held on 25th May 2021

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 25th May 2021 on MS TEAMS were approved as read.

b. Action Tracking Summary

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

3. National Coring Programme

C.McQ. reported as follows: -

- The Group is meeting monthly.
- The review of the Advice Note No. 3 is ongoing and the push is on to have the draft issued for consultation.
- All the Lead Authority Representatives have been agreed and they will be invited to meet the Working Group at an early date.
- The coring problem with narrow trenches will be discussed at the meeting on 26th August.

4. **Matters Arising from RAUC(S) Meeting 2nd June 2021**

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

- Stuart Hay from LivingStreets gave a presentation on signing and safe passage past Road Works to accommodate persons with a disability and people with buggies. The Commissioner has indicated that he wants an improvement in accommodating mobility. The Minimum width which should be provided is 1.5 metres. Properly secured pedestrian ramps must be provided with with turning space both top and bottom.
- All R.As are reminded that the Red Book will soon become mandatory.
- Network Access Forms – This matter was discussed at the meeting, The up-to-date report is that SJUG has intimated that Network Access Forms will not be submitted after 31st August but Transport Scotland are hoping this deadline will be extended. The subject will be raised at SJUG on the 1st September but the feeling is that the request was made 2 years ago to have the form electronically created as part of the Notice production and no progress has been made. T.S. is endeavoring to have the facility provided as a matter of urgency. C.G. will speak to the relevant staff and report the feeling of the meeting.

Action – C.G.

- RAUC(S) Constitution Review – see later item on the agenda for this topic.
- Quality Plans – see later item on the agenda for this topic.
- TTROs (closures and diversions) – The Commissioner indicated that these should be plotted by the R.As.
- Symology Support Desk contact number is now **0808 1968341**.
- Symology Webinars – All were to be encouraged to watch the webinars which contained valuable advice and guidance. Symology were keen to receive any suggestions for topics which could be used for future webinars.
- All were reminded that VAULT must now be updated every two months.

i. Advice Note No. 22 - The Use of S109 of the New Roads and Street Works Act 1991 - Revision

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

- Jason Halliday (West Lothian) has suggested that the requirement for Section 109 Applicants to work to a Quality Plan should be added to the Advice Note.

The proposal is for the R.As to produce a generic Q.P. which could be modified to meet the Councils need.

- The final Advice Note will be submitted to the December RAUC(S) meeting for approval to publish.

ii RAUC(S) Constitution

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

- Following consideration, the proposal to hold 6 Local Coordination meetings per year had been cancelled and the number of meetings would be as present i.e. 4 / year.
- The implementation date has slipped from 1st January to 1st April 2022.
- No suggestions had been received from the WoS R.As for change to the proposed Area RAUC boundaries.
- Because the R.A. joint meeting will not be held until 21st September there is still time to submit any comment for consideration.

ii. Quality Plans

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

- The Legislation requires the Q.Ps to be mandatory for S.U.s. There will be a soft introduction on 1st April 2022 followed by a hard introduction on 1st April 2023.
- The R.As do not under the Legislation require to have a Q.P. but the Commissioner will have the power to request an R.A. to introduce a Q.P. They will also need to produce a Q.P. for use by applicants for a Section 109 license.
- The R.As have asked for an extension of the consultation in order that any issues raised by their joint meeting in September can be considered. J.F. indicated that he required feedback as soon as possible after the R.A. meeting and recorded his disappointment in their late response to the Consultation.
- The Commissioner reminded all that the introduction of the Legislation was next April so all Advice Notes and draft Q.Ps needed to be up and running as soon as possible. He asked all to ensure that they responded even if it was just to agree the content. J.F. offered to discuss the matter with R.As but in the end it was for individual Organisations to make their submission. For the R.As the main contact for discussion on the proposal was David Capon who was the R.A. Co-Chair of the Working Group.

a. RAUC(S) Working Group Recruitment

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

- An R.A. Representative is still required for the Coordination Working Group. **Action – R.As**
- Julian Green (A&B Council) has agreed to be the R.A. Representative on the SROR Working Group.

b. Scottish Government Update

The previously circulated paper was taken as read with the following comments from K.Q.: -

- Covid 19 Update – Road Works and Construction are now under Safer Workplaces. There are no new requirements from the last set which were issued.
 - Additional information is available on the link in the paper including the rules for car sharing including work vehicles.

- Office working can now go ahead with the relevant rules observed but home working is still recommended where possible. Blended working can be used where the arrangements can be made.
- 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.
- Where you are working inside you are still required to wear a mask.
- Transport (Scotland) Act 2019 – The schedule issued during the last round of meetings in May has been updated with several dates added. These dates have been booked in Parliamentary Diary but depending on the priority of business they may change.
- Information Event for Senior Managers – this event is covered in the Commissioners Report.
- Scottish Broadband R100 - 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 roads authorities in particular, in responding to misdirected public enquiries over broadband installation.

c. COP 26 November 2021

- Jamie Rodden has agreed to provide a presentation to the RAUC(S) September meeting. He will share the slides when they are available.
- Embargoes will be in place from 1st Sept to 17th November but on the Traffic Sensitive routes they will be in place from 1st Oct to 17th November. If you have any queries speak to J.R.
- The R.A. Representatives indicated what embargoes would be placed on Roads in their area in their as follows: -
 - D.A. indicated that he would circulate details for the SW Area Trunk Roads. The Embargoes will be placed in the same way as in Glasgow.
 - G.C. indicated the embargoes in East Renfrewshire were on the Register.
 - G.McL indicated that Renfrewshire will be posting their embargoes on the Register.
 - K.B. there are no embargoes planned in Inverclyde at present, but should they be required they will be posted on the Register.
 - F.H. there are no embargoes planned in Argyll and Bute at present, but should they be required they will be posted on the Register.
 - West Dunbartonshire will post their embargoes as necessary on the Register.
 - M.G. indicated that sections of the A82 may required to have an embargo.
 - R.As will review the diversion routes related to the Trunk Roads Strategic Diversionary Routes and place embargoes where considered necessary.
- Getting Ready Glasgow has gone live and it provides information on the on traffic plans etc. to the public.

5. SRWC Report & Performance

a) SRWC Indicators and Statistics Reports

The Commissioner provided a verbal report as follows: -

- A Webinar by the Commissioner in conjunction with Transport Scotland will be held 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 28th 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 Dash Board.
- **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.U.s) continue to be reviewed quarterly. An additional 2 Organisations are 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.
- 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. A Technical Writer will be employed to draft the Code.

Management & Operation of SRWR

L.H. 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.

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) 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 offline 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).
- 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.
- Two new S.Us namely Indigo Pipelines (dealing with gas) and Indigo Power (dealing with electricity) have joined the Register.
- Mobile App Access – Information copied from Aurora News Portal
“SRWR Mobile Apps – removing support for older Android devices

The Android versions of the SRWR Mobile Apps are subject to certification changes in September 2021, which will remove support for Android Operating System versions 5, 6 and 7.0.

Prior to this change, the Google Play Store entry will be updated to prevent download of the SRWR Apps on those pre 2016 OS versions. You will be able to download and operate on devices running Android OS versions 7.1.1 (Nougat) and above.

Following the certification changes in September 2021, any devices still running the older versions will permanently fail to connect to the SRWR servers.

Please check your Android OS version now to ensure compatibility and plan any upgrade activities necessary.

It is important for your organisation to use officially supported OS software on your devices. Google currently support Android 8.1 (Oreo) and above only. We are able to retain support for Android OS 7.1.1 and above for the time being, to minimise disruption.

Note: the Apple iOS Apps are not currently affected by this change.”

6. Improvement Notices

There were no Improvement Notices recorded in the last quarter in the WoS Area.

7. Health and Safety

No Safety issues were raised in the last Quarter. All were encouraged to provide comment on relevant safety issues and any internal Bulletins to the Community.

8. Environmental Issues

This is a new Item on the Agenda to give the Members the opportunity to comment on actions on new environmental developments within their Organisation

9. Combined Reports and Comments to cover Local RAUCS reports; Programmes of Major Works; Proposed Changes to Road Designations; Local Coring

Frederick Hart – Argyll and Bute Council

- The works programme is being progressed.
- The works programme is posted on the Register.
- The works on the A814 has now been completed.
- A meeting is to be held with Openreach to discuss delays in completing works on Islay.

Gavin Cook - East Renfrewshire

- There is an ongoing problem with several unsatisfactory reinstatements. The sites have been recorded on the Register but have also been reported to the Scottish Water Customer Desk. The Log numbers were recorded.
- The works are posted on the Register.
- All in the WoS Local Coordination Committee were asked to send their programmes to G.C. for issuing ahead of that meeting.

Callum Stewart – City of Glasgow Council

- C.S. indicated, in response to a question from J.F. that the CoP 26 road embargoes in Glasgow had been passed to W.Mathie.

Kevin Burns – Inverclyde Council

- The works programme is recorded on the Register but there are changes required to accommodate revised programmes.
- A problem related to a Scottish Water project is being progressed.

Jillian Donaldson – Renfrewshire Council

- The programme is posted on the Register.
- There were no other issues to be raised.

Claire Kirkpatrick – West Dunbartonshire Council

- The Programme will be posted on the Register.
- No other issues at present.

Michael Gray – BEAR Scotland N.W.

- The works are posted on the Register.
- The Rest and Be Thankful is under traffic signals with diversions as required to allow surfacing to be progressed.
- The Campbelltown resurfacing works will be completed today (24th August)

M8 DBFO. - No report given.

Claire Gardiner – Traffic Scotland

- The work projects are on the Register.
- Where mobile VMS is required an application should be submitted.

David Allen – Amey (South West Trunk Road Operator)

- The works are recorded on the Register.
- The works programme will be sent out by email via the Secretary

Lumen previously known as CenturyLink No report received.

Jim Forbes / Carole McDonald – CityFibre

- All works are on the Register.
- Meetings are held with R.As regularly to discuss the ongoing programmes.
- R.As and S.U.s are invited to discuss reinstatement works and duct sharing.

Allan Crozier - Energy Assets

- There were no issues to raise.
- Remove William Lygate from the contact list as he is no longer with Energy Assets.

Action Completed - Closed

Barry Hall - GTC

- No major work planned in the area but where required the programmes will be posted on the Register.

Lewis Major – LastMile

- Any works affecting the Area will be recorded on the Register.

David Hearty - MBNL-EE/3 – No report received.

Caroline Auld – Network Rail

- Programmed works are all back to normal and posted on the Register.
- Network Rail is currently unable to input or update Diversionary Works Notices on the Register. Symology are dealing with the problem.

Stephen Scanlon – Openreach

- Works on the Register and progressing as usual.
- A meeting has been held with F.H. regarding the R100 programme in Argyll and Bute.
- A meeting was held with J.B. regarding the fibre upgrade work in East Renfrewshire.

Ronald Murray – Petroineos

- No works in the Area.

Fiona McInnes – Scottish Water

- Works are posted on the Register.
- The framework Contractors carrying out ironwork repairs and reinstatements will be changing from September, and the information will be issued via the Secretary.

Action – F.McI. / Secretary

- F.H. indicated concern that some Ironwork failures had not been dealt with. Scottish Water was aware of the delayed sites and would be giving them priority. She was happy to receive a list of outstanding sites which would help her with programming.
- Where resurfacing is being carried out Scottish Water will provide replacement covers and frames free of charge.
 - An extension to the agreement on 30 / 14 reinstatements in footways was being requested. F.McI was happy to meet with the R.As to discuss the matter. The request is for the Temporary Agreement made during the Covid lockdown to be extended pending the possible inclusion in the new SROR which was under review.
 - Scottish Water were looking at the use of Auto Green / ADS temporary traffic signals on sites to improve traffic flow and reduce the need for manual control which would reduce

the health and safety concerns related to operatives carrying out this work. This would be discussed with R.As before being introduced on sites in their area.

Craig McQueen – Scottish Water

- The programme has been posted on the Register and will be discussed at the Local RAUC meetings.
- The internal coring programmes are ongoing and the results will be passed to the relevant R.As when they are agreed.
- There were no other issues.

Julie Greig - SGN

- J.G. thanked Renfrewshire for their assistance in dealing with a conflict which had occurred. Much appreciated.
- J.G. indicated that SGN intended to trial ADS temporary traffic signals which in tests had resulted in reduced traffic delays. They also had H & S advantages in that the manual controllers could be removed from the site.
- J.G. indicated that SGN were intending to use and 30/14 reinstatements and asked all R.As to respond to her to indicate their view on extending the temporary agreement.

Action – R.As

- All works were posted on the Register.

Chris Murray – Sky

- There are no works planned at present and no issues to be raised.

Elaine Stewart – SPEN

- Works on the Register and going ahead more or less as normal but accommodating Covid 19 Guidance.
- There were no issues to be raised.

SSEN – No Report received.

Ruth Scott – Neos Networks

- No major works in the WoS area at present.
- Any works will be posted on the Register.

Andrew Matheson – Virgin Media

- Any major works planned, and general programmed works posted on the Register.

Karyn Davidson – Vodafone

- All works on the Register.

Alistair Wales – Verizon

- No planned works in the Area.

10. 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.

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. Meetings in 2022

The Group agreed that face to face meetings could be considered for 2022 and would be the subject of further consideration.

d. Road Embargoes

R.As were reminded that embargoes especially for Cop 26 and Christmas should be notified to the S.U.s as soon as they were known to allow for works planning.

e. R.A. Premeeting

The R.As are to consider if a premeeting is required.

Action – R.As

11. Date and Venue of the Next Meeting

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

Next Meeting: – Tuesday 23rd November 2021

Venue: - MS TEAMS

Future Meeting dates will be set following the decision on the RAUC(S) Constitution

Meeting ended – 12.10