



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

**Minutes of the
QUARTERLY MEETING**

Date: 24th November 2020

Meeting held on MS TEAMS

Present:

Stephen Scanlon (Chair)	S.S.	Openreach
Caroline Auld	C.A.	Network Rail
Jamie Barr	J.B.	East Renfrewshire Council
Kelly Bibby	K.Bib.	ABS Street Works / Lastmile
Kevin Burns	K.B.	Inverclyde Council
Lesley Craig	L.C.	Renfrewshire Council
Alan Crozier	A.Cr.	Energy Assets
Gerry Cullen	G.C.	Transport Scotland T.S.
Karyn Davidson	K.D.	Vodafone
Scot Donnan	S.D.	MBNL-EE/3
Jim Forbes	J.F.	City Fibre
Mike Gray	M.G.	Bear Scotland N.W.
Julie Greig	J.G.	SGN
Barry Hall	B.H.	GTC
Lindsay Henderson	L.H.	O.S.R.W.C.
Claire Kirkpatrick	C.K.	West Dunbartonshire Council
Katrina Quane	K.Q.	Scottish Government (TS / SG)
Kevin Hamilton	K.H.	Scottish Road Works Commissioner
Owen Harte	O.H.	Virgin Media
Peter McGillivray	P.McG.	Glasgow City Council
Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
Christopher Murray	C.M.	Sky
Clare O'Brien	C.O'B.	Argyll and Bute Council
Alex Rae	A.R.	SGN
Iain Ross	I.R.	O.S.R.W.R.
Ruth Scott	R.S.	SSE Telecom
Elaine Stewart	E.S.	SPEN
Scott Sutherland	S.S.	Amey / M8 DBFO
JJ Van Graan	JJ.V.G.	Centurylink
Alistair Wales	A.W.	Verizon
Peter Walton	P.W.	Centurylink

In Attendance:

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

Apologies:

Gavin Cook	G.C.	East Renfrewshire Council
Jillian Donaldson	J.D.	Renfrewshire Council
William Lygate	W.L.	Energy Assets
Allan MacKechnie	A.MacK.	SSEN
Allan Stewart	A.S.	Amey / M8 DBFO
Calum Stewart	C.S.	Glasgow City Council
Sharron Worthington	S.W.	West Dunbartonshire Council

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. Several Members had indicated their apologies due to being unable to access the meeting on MS TEAMS.

2. Approval of the Minutes of the Meeting Held on 25th August 2020

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 25th August 2020 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 results were all dealt with and the Final Report issued.
- C.McQ. and I.J. have met with the RAUC(S) Co-Chairs.
- A meeting of the Working group will be held in January.
- At RAUC(S) the following issues will be raised: -
 - Consideration of any future programme. The recommendation is that another programme should be held pending the introduction of the Quality Plans as recommended by the Working Group.
 - The need for a review of the Advice Note in light of experience gained in the last programme.

4. Matters Arising from RAUC(S) Meeting 2nd September 2020

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

- The E.S. on behalf of SPEN provided an interesting presentation on cable strikes.
- Coring update was provided by the Working group Co-Chairs.
- The Recruitment Schedule was almost fully subscribed. A R.A. Chair is still needed for the Quality Plan Working Group. Secretary to update the names in the Other Representatives column.
- Clive Bairstow provided an update on the work which HAUC UK was undertaking.
- Some R.As have been exceeding the number of Target Sample Inspections and will not be in a position to monitor improvement in performance over the remainder of the year. This is being considered by the SRWR Steering Group and Symology. The R.As should have agreed the sample in April and entered it into the Register. The Register will be changed to prevent this problem.
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a. RAUC(S) Working Group Recruitment

Recruitment – The previously circulated Working Group Recruitment Schedule was taken as read with the normal request to Representatives that they should consider seriously volunteering to fill vacant posts when they arise.

b. Scottish Government Update

K.Q. commented on the previously circulated update as follows: -

- A paper on wearing of face masks was circulated. These should be worn in vehicles when more than one person is travelling, enclosed common areas and offices.
- Protection Tiers have been introduced but there is no restriction on essential / non-essential works being carried out in any of the Tiers. However, if works can be carried out in lower Tiers they should be. Take the relevant Tier into consideration when completing the Risk Assessment.
- The recommended time table for the Commencement Schedule has been passed to Minister for consideration and his comments are awaited. This is for the whole Act and not just the Sections relating to Road Works. It is hoped that it can be April 21 for an October implementation.
- A consultation on the Fees and Amounts has been issued with a closing date of 18th December 20. The sum to be collected in 21 / 22 is up from £911K to £915k

c. COP 26 November 2021

Alex Rae provided a report on the COP 26 which will be held in Glasgow in November 2021 having been cancelled in 2020 due to the Covid 19 outbreak. He commented as follows: -

- Planning is now under way for the event which will be the largest event ever held in Scotland.

- There will be serious disruption to the network in Glasgow and the central belt before, during and after the event.
- The Clydeside Expressway will be closed from 4 to 6 weeks before the event to several weeks after.
- There will be other security zones and locations where delegates are staying and for other events.
- Details on Embargoes should be made available as soon as possible to allow for works planning.
- Planning and discussion between all parties will be essential.

5. **SRWC Report & Performance**

a) **SRWC Report**

The previously circulated Performance Dashboard for the Second quarter of 2020 / 2021 was taken as read with the following comments from L.H.: -

- The problems associated with working within the Covid 19 pandemic were noted and allowances would be made in reviews of performance.
- The work being carried out by R.As was still down on pre-Covid 19 operations but the S.U.s were generally back up to speed.
- There was an increase in the number of potential Notice failures, which were likely due to dealing with reprogramming of works and restarting works which had been stopped during the lockdown.
- Any problems or issues with the Dashboard should be passed to Graham Milne.
- The R.As are still working below the level they worked at prior to the Covid 19 lockdown but the S.U.s are generally back up to speed.
- There are more failures being recorded mostly due to Organisations restarting works which were suspended and reprogramming schemes where necessary. Speak to G.M. and keep him informed of actions being taken.
- Some results which were expressed as a percentage have been changed to a number as this presented the result more clearly.
- Performance Targets will be reviewed but where a change is required it will not be changed until the start of the new reporting year.

SRWC Report

L.H. provided a verbal report as follows: -

- The Annual Performance Reviews for 2019 / 20 were issued in August to all Organisations. Covid 19 did not fully affect programmes until mid-March 2020 so did not affect the results of the Reviews to any extent.
- A total of 5 Organisations, (4 RA's and 1 S.U.) were asked to contact the oSRWC to comment on aspects of their 2019/20 performance. They have all responded.

- All Organisations subject to previously issued Improvement Plans (5 R.As and 7 SUs) have submitted their Q2 2020/21 plans and the oSRWC has now started the next round of follow up review meetings. Several Organisations have delivered improvements and they are scheduled to have their plans closed later this year.

The submission date for the Q3 2020/21 plans is Friday 15 January 2021.

- Recent guidance bulletins on risk assessment and face coverings were issued from the Scottish Government via SRWC. There have been no other formal updates since 22 June 2020. The affect of the pandemic is continuing to change, and it is possible that the Scottish Government / SRWC will need to issue further guidance on undertaking road works. Any new publications will be issued via the SRWC to the list of primary contacts and senior managers held by the SRWC.

If you are not receiving these updates and think you should, please contact Jane Dunlop to be added to the circulation list (jane.dunlop@srwc.gov.scot).

- Website Link to the current and any new Covid 19 guidance is: - <https://roadworks.scot/news>.
- As previously reported the Commissioner issued penalties totaling £94k for failures in the Coring Programme to 6 Organisations. The penalties have all been collected.

For information, the money collected from the penalties does not remain with the SRWC but is transferred to the Scottish Government who pass it to Westminster.

- The new Commissioner, Kevin Hamilton, started in post on 9th November 2020.
- There are a number of public reports of signing and guarding not being removed when the work on site is completed. This reflects badly on both the R.A. and the S.U.

SRWR Report

I R. provided a verbal report as follows: -

- The sum to be collected for the Fees and Amounts has been set at £915k which is up from last year's sum of £911k. If any Organisation requires information on their share of the fees, they should contact I.R. As last year a quotation will be issued to all Organisations in March to allow them to prepare for making an early payment. The estimate provided at any time up until the invoices are issued can change if Organisations join or leave the Matrix. Any change is liable to be small
- The new version of the Register is now bedding in. If there are any issues / problems / queries they should be passed to the Support Desk. If the

response does not appear to deal with the matter or is delayed it should be passed to I.R. who will investigate it. All should note that the response from I.R. may be the same as from the Support Desk. In some cases, you may be asked to submit a Change Request which will be passed to I.R. / SAT for consideration.

- Problems with extraction of data and reports has been investigated and changes made with fields added where required. Further consideration may still be needed. The W.G. dealing with this matter has met and their comments are awaited. This is an ongoing exercise.
- The New User Courses to replace the existing Transition Training are being rolled out with some development not quite completed. When all new courses are available the Transition Courses will be switched off. All will be informed prior to the changeover to allow anyone partly through a unit to complete it.

The training modules are free as they are covered in the Fees and Amounts. modules.

Please note some courses may have a temporary price tag of £9,999.99 while the course is under construction / testing.

- In this quarter Commsworld Limited have been given access to the SRWR. Two other Organisations namely Energy Asset Networks and PCCW Global Networks have also started the process for gaining access. Infocus Public Networks have just submitted their application to join the Register.
- SAT have reverted to their normal tasks and have been reviewing the register of Change Requests and removing the C.Rs which are no longer relevant e.g. covered in the new Register. The C.R. process has been updated and includes a requirement for more dialogue with the sponsor and the provision of feedback.
- All Organisations should note that VAULT will now be uploaded every 2 months and a revised Calendar will be issued. **Action – I.R.**

Kevin Hamilton the new Commissioner (ex City of Glasgow and West Lothian Councils) introduced himself to the Committee. He indicated that this was only his third week in post so he was still in the settling in period, but he was looking forward to working with the Community going forward.

6, **Improvement Notices**

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

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

Clare O'Brien – Argyll and Bute Council

Work was now getting back to normal.

Major schemes would be added to the Register. A major drainage scheme will affect some 19 streets in Campbelltown. It is expected to start in September 2021 and has been recorded on the Register as Potential Works.

There were no other issues to report except to ask for Stuart Watson's name to be removed from the contact list as he is now dealing with other duties. **Action - Secretary**

Jamie Barr - East Renfrewshire

Work ongoing with no issues to raise.

Peter McGillivray – City of Glasgow Council

The Programme is ongoing with revisions as necessary.
The Christmas embargoes are recorded on the Register.

Kevin Burns – Inverclyde Council

Reprogramming works as necessary – Discussed at the Local Coordination Meeting.
Issues with defects and restrictions will be discussed with the S.U.s out with this meeting.

Lesley Craig – Renfrewshire Council

The works are on the Register. Efforts are being made to catch up on the delayed programme. On the Performance Report the item on closing works is in red. Strictly speaking indicating works closed is not necessary but it was agreed that works should be recorded as closed. This will be raised again with SAT. **Action – C.O'B. / I.R.**

Report 16 should not be recording performance on Consents and Permits Notices.

Claire Kirkpatrick – West Dunbartonshire Council

Lomond Bridge is ongoing and is expected to be completed in May 21.
Works are planned Dumbarton Road and Glasgow Road.
Works are recorded on the Register.

Michael Gray – BEAR Scotland N.W.

The work is now back on programme and recorded on the Register.
The landslip closure of the A83 at The Rest and Be Thankful (including the old Military Road) is ongoing with remedial work being carried out. There was further movement recorded last night. Extended periods of rain has continued to make the site worse and is causing continuing delay. A scheme on the A890 at Strome Point will be carried out with overnight closures with access provided through the site every 2 hours.
Contact will be made with D.MacL. about a site which is running over.

Scott Sutherland – M8 DBFO

The surfacing programme has been completed.
A Programme of bridge joint replacement will be recorded on the Register. A public notification will be issued through the Media.

Gerry Cullen – Traffic Scotland

The work is back to normal where it can be accommodated by Covid 19 guidance.
All should note that the postponed Euro 2020 matches are to be played in 2021 so there are likely to be embargoes in place during the event.

Paul Lynch - Amey

The transfer to Amey has resulted in several changes being made.
The programme is being reviewed with consequent changes and revisions to the Register.
Any closures will be reported on the media.
The new Traffic Operator is David Alan.

Jim Forbes – CityFibre

Glasgow / Renfrew – Meetings held to deal with ongoing work and to consider next year's programme.
The exemption is being used where works are required on restricted roads. Entry will not be progressed until agreed with the R.A.
L.C. noted that there was ongoing discussion with Renfrewshire about such a site but she would leave it to be dealt with and not take it further at this meeting.

Robert Young – Digital Scotland

The DSBB Programme is now complete.

The Reaching for 100% (R100) deployment is in three Contracts. Councils in the West of Scotland are within the Central Contract Areas, with Argyll and Bute also in North Contract Area.

BT/Openreach have been awarded the Central Contract, and survey work is now under way across these areas for the early phases of the R100 programme.

The North Contract has named BT as preferred bidder, but the contract has not yet been signed. When this is completed, survey work will then commence.

Note that the contract is with BT plc and any associated works are the responsibility of BT and their contractors from planning to delivery.

The majority of deployment is likely to be Fibre to the Premise technology, but perhaps with some limited Fibre to the Cabinet installs in the Central Contract Area.

The Scottish Government will be looking to share advance information with roads authorities and communicate plans for the deployment of the works.

Allan Crozier - Energy Assets

There were no issues to raise.

Barry Hall - GTC

No report,

Scot Donnan / Stephen Shaw - MBNL-EE/3

No major issues

Caroline Auld – Network Rail

Programmed works are all back on to normal.
The programme is on the Register.

Stephen Scanlon – Openreach

Commencing work on the R100 Project
Progressing the Fibre upgrade in Glasgow
All works on the Register.

Petroineos

No issues to raise.

Fiona McInnes – Scottish Water

Works on the Register and going ahead observing Covid 19 guidance.

Craig McQueen – Scottish Water

The Coring programme has started again and results will be shared with the relevant R.As.
Work levels are building up again with reprogramming, as necessary.
Drafting of the 2021 to 2027 Capital Works programme has started. More funding has been allocated.

Alex Rae - SGN

In discussion with the oSRWC on the performance issues highlighted in the Dash Board.
The programme is being reviewed to accommodate the post Covid requirements.
The Emergency works are what they are and need to be dealt with.
The works are on the Register.
J.Gs team is dealing with the quality issues within the Organisation.
There have been Section 125 notices issued to SGN which should have been Section 115. This is being discussed with the relevant R.As.

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.
If there are any problems they should be passed with details to her for consideration.

Ruth Scott – SSET

No works in the WoS area at present.

Karyn Davidson – Vodafone

No planned works

Alistair Wales – Verizon

No planned works in the Area.

8. **Safety**

The Safety Alerts have been circulated and the content should be noted and passed on to relevant staff and operatives for education.

All should raise safety matters at the meeting as it gives an opportunity for discussion where required. Highlighting a problem may prevent an accident. **Action – All**

9. 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. Road Disruption due to Works

This Item related to the interface between road works / rail works on the Trunk Roads and how potential disruption can be disseminated to the public.

The Trunk Road Operators have a system in place to deal with their works using the press and social media to notify a Community. They would have to check whether they would be prepared to assist Network Rail. Their view was that Network Rail should have a facility to deal with this problem.

Network Rail indicated that they have a facility to deal with rail travel disruption but not for road problems.

M.G. indicated that a coordinated response would be required with the information from both parties matching. BEAR's media section would need to see what was being issued and agree the content.

M.G. and C.A. and S.S. would discuss this matter further out with the meeting.

G.C. commented that Traffic Scotland would assist with traffic disruption on the Trunk Road Network. Information should be emailed to Douglas Cairns.

d. Works Conflicts

L.C. expressed some concern that Conflicts were not being checked leading to other works and diversions being affected. S.U.s should raise this with their Operators as it may just be a training issue.

e. JAG UK Invoices

C.O'B. queried what the payment to JAG UK was for and how the R.As benefitted from it. The service provided is the provision of the Scottish perspective to JAG UK and Committees / Working Groups in England.

The Secretary was asked to pass a copy of a previously issued paper on this matter to C.O'B. and C.K. **Action – Secretary**

d. National Review of the Red Book

Comment had been made previously that there was a review to be made on the Red Book.

Scottish Water had noted that in the Red Book the priority signs did not need to be lit but the Traffic Signs Manual does require lighting. If the review is ongoing can this matter be considered.

K.Q. indicated that the Red Book was dealt with nationwide with Input from HAUC / RAUC(S) and the Welsh and Irish Organisations. L.H. and K.Q. can provide input to the Review and would take the opportunity to raise this matter. **Action – L.H. / K.Q.**

This matter should be added to the RAUC(S) Agenda. **Action S.S. / Secretary**

e. Meeting Dates 2021

The previously circulated schedule of meeting dates for 2021 was taken as read. The Local Coordination meeting Chairs were asked to pass their meeting dates to the Secretary. **Action – C.S. / J.B.**

f. Meeting Reorganisation Working Group Draft Proposals

J.F. commented on the draft proposals as follows: -

- The Areas have been reduced from 5 to 4 and the number of Local Coordination Meetings have also been reduced. This is to reduce the number of meetings which Representatives especially S.U.s have to attend.
- These proposals will not be introduced until 2022. So there is time to create groupings which meet with general approval.
- The groupings may not be acceptable, but this is only a draft and revisions can be accommodated.
- Proposed boundaries and interaction may not be reflected within the proposed Groups. Where this is the case comment should be made with revised suggested grouping.
- The Coordination meetings should have a more important status in the operation of the Community.
- Please review the proposal and pass any comments to M.P., J.F. and A.R. If anyone wants to assist with the Working Group their input will be welcomed.

10. 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 February 2021

Venue: - MS TEAMS

Future Meetings in 2021: -

Tuesday 25th May 2021
Tuesday 24th August 2021
Tuesday 23rd November 2021

Meeting ended – 11.38pm