



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

**Minutes of the
QUARTERLY MEETING**

Date: 25th February 2020

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

Present:

Stuart Watson (Chair)	S.Wa.	Argyll & Bute Council
Jamie Barr	J.B.	East Renfrew Council
Kevin Burns	K.B.	Inverclyde Council
Gavin Cook	G.C.	East Renfrewshire Council
Joao Carno	J.C.	SPEN
Alan Crozier	A.Cr.	Energy Assets
Karyn Davidson	K.D.	Vodafone
Jillian Donaldson	J.Don.	Renfrew Council
Jane Dunlop	J.D.	O.S.R.W.C.
Jim Forbes	J.F.	City Fibre
Clare Gordon	C.G.	Scotland Transerv
Mike Gray	M.G.	Bear Scotland N.W.
Kevin Hamilton	K.H.	Glasgow City Council
Owen Harte	O.H.	Virgin Media
David Hearty	D.He.	MBNL-EE/3
Claire Kirkpatrick	C.K.	West Dunbartonshire Council
William Lygate	W.L.	Energy Assets
Dan MacConnely	D.MacC.	West Dunbartonshire Council
Fiona McInnes	F.McI.	Scottish Water
Graeme McLaren	G.McL.	Renfrew Council
Craig McQueen	C.McQ.	Scottish Water
Christopher Murray	C.M.	Sky
Ronald Murray	R.M.	Petroineos
Alan Podmore	A.P.	GTC
Alex Rae	A.R.	SGN
Stephen Scanlon	S.S.	Openreach
Ruth Scott	R.S.	SSE Telecom
Scott Sutherland	S.S.	M8 DBFO

In Attendance:

George Borthwick	G.E.B.	Secretary to RAUC(S)
Martin Polland	M.P.	Transport Scotland / RAUC(S) R.A. Co-Chair
Robert Young	R.Y.	Digital Scotland (Scottish Government)

Apologies:

Caroline Auld	C.A.	Network Rail
Lesley Craig	L.C.	Renfrewshire Council
Gerry Cullen	G.C.	Transport Scotland T.S.
Stephen Fisher	S.F.	CenturyLink
Alistair Scott	A.S.	GTC
Calum Stewart	C.S.	Glasgow City Council

1. Welcome, Attendance and Apologies

Stuart Watson welcomed all to the West of Scotland Area RAUC meeting.

Apologies were recorded as listed above.

**Presentation – European Championships / COP 26 Climate Change Conference
Martin Polland – Head of Events and Resilience - Transport Scotland**

Martin Commented as follows on the European Championships: -

The Games will be held at Hampden on: -

- Mon 15th June 1400 hrs Czech Rep v Scotland/ Israel/ Norway/ Serbia
- Fri 19th June 1700 hrs Croatia v Czech Rep
- Tues 23rd June 2000 hrs Croatia v Scotland/ Israel/ Norway/ Serbia
- Tues 30th June 2000 hrs Winners of Group E (likely Spain)

There will be embargoes on works on the trunk road network north of the Scotland / England border to Dunblane with team accommodation and training sites scattered through the central belt. The routes also cover access from the ferry ports, airports and potential locations where the teams and fans will be staying.

The Trunk Road Works Restrictions will: -

- Focus need to be proportionate on getting the right balance between protecting event traffic and maintaining Business as Usual along with maintenance and enhancement activity on the network.
- Acknowledging also impacts of COP26 later in 2020 in constraining works on the network
- Restrictions in place on relevant roads from 0001 Sun 14th June to 2359 on Wed 24th June and then from 0001 Mon 29th June to 2359 Wed 1st July

The public transport arrangements will be enhanced to consider the following : -

- City Centre Shuttle Buses
- Airport Shuttle Buses
- Rail

Glasgow City Council and other adjacent Councils are likely to have their own embargoes on the relevant networks in their areas. Each Council will require to consider likely impact on their own network and raise embargoes where required.

Martin commented on the discussions / arrangements (so far) for the Cop26 Conference: -

This is the largest event of its kind ever held in Scotland with some 185 Heads of State and Royal visitors attending. There will also be some 15000 delegates. In addition it is anticipated that there will be a strong protest group attendance in Scotland (no numbers / locations known at this time)

The event is being held from 9th to 19th / 20th November at the SECC / Hydro Complex which will be a no-go area before and during the Conference. The Conference village construction will commence around late September and through Oct.

Issues to note: -

- Modal shift – electric / hybrid vehicles to be used
- Airports / Rail network and Road network all likely to be affected. There will be disruption to travel e.g. A814 Clydeside Expressway will be closed for a period before and after the event for some weeks. There will be vehicle and travel displacement.
- Other venues may be used not necessarily in Glasgow e.g. Edinburgh.
- Heads of State / Delegates are likely to want to visit other sites of interest during their stay.
- Police are likely to use blue light convoys to gain access for heads of State etc. This may result in periods of disruption on the motorways and other routes.
- The Freight Transport Association will be involved in discussions to arrange for their operations to continue as well as possible.
- S.U.s will need to have staff on duty for the period with security clearance to operate in the restricted areas.

Glasgow City and others are very much involved and will have route embargoes etc planned for the period.

Main message to all is to prepare well ahead and consider what works are planned for Oct and Nov in and around Glasgow. **Action – ALL**

SU's will be invited to next meeting to discuss likely security arrangements that will be required.

More information will be distributed in the coming weeks and months.

2. Approval of the Minutes of the Meeting Held on 26th November 2019

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 26th November 2019 in the Victoria Hall, Sinclair Street, Helensburgh, G84 8TU 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. Local RAUC Reports

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

a) Glasgow City

The next meeting is in a weeks' time so there were no issues to be raised.

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

No Issues were remitted to this meeting.

4. Matters Arising from RAUC(S) Meeting 4th December 2019

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

- Kat Quane mentioned "Scotland's Bravest Manufacturing" which employs Veterans and Disabled persons to help them back into employment. They manufacture and recycle Road Signs. S.W. indicated that Argyll and Bute had purchased signs and were very satisfied with the product.

The Secretary was tasked with circulating the link to the web site. **Action – Secretary**

- A small Working group was set up to review Advice Note No.8 (Temporary Traffic Signals) and to consider including a section on standardising TTRO applications. The Group comprises Jason Halliday / Ewan Hogg (R.As) and Julie Greig / Kevin Skinner (S.U.s).
- Since the meeting the Draft Inspections Code has been reviewed by the Commissioner and his staff and it has been consolidated for clarification. The concept and content of the document has remained as it was. The final draft has been out for final comment and a final version will be submitted to RAUC(S) on 4th March for approval to publish.

a. RAUC(S) Working Group Recruitment

Recruitment – The groups are all fully subscribed at present but where a vacancy occurs the Community members should give serious thought to volunteering.

The small Working Group which has been tasked with reviewing Advice Note No. 8 has been added to the Schedule.

5. National & Local Coring Update

a) National Coring Update

The Committee noted the following verbal report: -

- The delivery of the final results report had been set back by 3 months and would not be submitted to RAUC(S) until the June meeting.
- There had been a problem with the correlation of the Appendices A and B and the results recorded on the Register. There appeared to be about 500 results missing.
- The S.U.s should check the Appendices and access to the results recorded on the Register and ensure that all the data is matching and correct.
- There are a few cores / results missing. The S.U.s / R.As and Contractor should liaise on this problem and have it rectified. This is especially important if it is a small S.U. with only a few cores as any missing results will result in a skewed performance.
- The delay was a pity as all the work appeared to be done and it was a failure in the final administration.
- If there are any problems they should be raised with I.J. or C.McQ.
- J.C. is retiring from the O.S.R.W.C. and will not be available to continue chasing the data resolution.
- Transerv Scotland has 2 cores missing for B.T.
- Glasgow may have a problem with 10 results.
- All Organisations (R.As / S.U.s should have been speaking to each other to ensure there was no delay).
- C.McQ. suggested that pre commencement training should be considered if there was another programme.
- Quality Plans may be introduced which would negate the need for another programme and the performance would be based on an audit of the data recorded against the Plans.

b) Local / Internal Coring Programmes Update

There was no update to this Item.

6. SRWC Report & Performance

a) SRWC Report

A summary report from the O.S.R.W.C. was provided as follows: -

- The Commissioner had issued penalties in January against 3 S.U.s (£6k each) for systematic poor performance over 3 years. They are G.T.C., Fulcrum and Energetics. A fourth penalty was suspended and not issued.
- There are still some passes available for the Seminar to be held on 1st April at Victoria Quay to review the content of the Transport (Scotland) Act 2020. To request an additional Pass contact Jane Dunlop. These additional passes are being issued on a first come first served basis.
- A demonstration of narrow trenching was provided by Openreach in Edinburgh. L.H. attended from the Commissioner's Office. The process meets the SROR and is likely to be proposed for works in the R100 project as well as works in general. The use of foamed

concrete for the reinstatement is possibly favoured in narrow trenching over Type 1 which is not easy to fully compact and fill the cavities.

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

The previously circulated Dashboard Report with the performance data was taken as read with general comment on performance as follows: -

- Performance Reviews – All the follow up meetings for Roads Authorities and Utility companies have been concluded with a total of 11 Roads Authorities and 10 Utility Companies meeting with the Commissioner.
- Improvement Plans – 5 roads authorities have been removed from their improvement plans with 1 being placed on a schedule for review in April 2020. The remaining 5 are being continually monitored with a desire to close all plans by Dec 2020. No new authority has been added to the IP process.

6 Utility companies remain on improvement plans with 3 of those receiving penalties for long term and systematic failures. No new utilities are being considered for an improvement.

- In general, the performance is showing an improving picture. Works awaiting closure needs some attention.
- The Performance Reviews are based on the Quarterly Reports so all are reminded that comments on poor performance which can be considered in mitigation are essential.
- The intention is to issue the 2019 / 20 Performance Reviews by early summer.

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

The Safety Bulletins are being circulated for use as awareness aids and for circulation to relevant personnel within Organisations. All should circulate reports on events within their Organisation which may just prevent a similar incident happening elsewhere. **Action - All**

b) Traffic Management Issues

C.McQ. raised concern about the wording on some Traffic Orders which were issued. Requests are being made for Marshalls to be provided to control traffic through the site. This is unlikely to happen and if the road is closed access will not be sanctioned. The wording may be set to help the public but ignores the requirements of Health and Safety.

He indicated that any suggestion that some access would be allowed was taken by some members of the public to mean that they can demand access through the site.

Another problem is where access is stated to be closed to Motor Vehicles. This results in cyclists and other mode users demanding access.

These problems will be passed to the Working Group reviewing the Advice Note No. 8 for consideration.

C.McQ. asked all R.As to deal with Traffic Orders only through Scottish Water and not with their Contractors. **Action – R.As**

Scottish Water will deal with communication with residents on the affected road to ensure that where possible their requests can be accommodated safely.

R.Y. indicated that he was currently preparing a note for the R100 project on this matter. Due to the work being carried out in rural areas diversions can be extensive.

Incursions to sites which are being experienced need robust wording to ensure that where the police take action, they can do so with the knowledge that the Order supports their action.

S.U.s were reminded that they need to allow time to apply for the Order and for it to be drafted and published.

8. Information on Strategic Programmes of Works

Programmes were in general fully discussed at the Local Meetings.

a. R.A. Programmes

The programmes had been discussed at the Local Meetings and any issues dealt with. There were no major schemes which need to be discussed.

b. S.U. Programmes

The programmes had been discussed at the Local Meetings and any issues dealt with. There were no major schemes which need to be discussed.

c. Update – Broadband Rollout

DSBB Programme is still on planned Programme Targets, and is due for completion at the end of year 2019/20.

Deployment is now almost exclusively Fibre to the Premise (FTTP), with around 80 installations remaining.

There is a further deployment planned, termed Reaching for 100% (R100), to address the remaining premises that will be without access to Superfast Broadband. There will be three Contracts – North, Central and South. Councils in the West of Scotland are within the Central and South Contract Areas. Glasgow City Centre is excluded as not eligible for State Aid Funding.

BT/Openreach have been awarded the Central and South Contracts. These Contracts are currently being mobilised. The R100 Programme team intend to meet with all Roads Authorities in Scotland to discuss the deployment of the works.

9. Proposed Changes to Road Designations

There were no road designations to be discussed.

10. Management and Operation of the SRWR

A verbal report was provided as follows: -

- The Fees and Amounts invoices will be issued for payment to be made from 1st April. The Invoices must be paid within the 60 day period. Emails will be sent out at the beginning of March indicating the estimated amount. This will allow Organisations to prepare for an early payment by applying for purchase orders etc.
- Training for the new version of the Register is now available online. The 7 Modules are as follows: -
 - Register Overview
 - Co-ordination – Standard
 - Co-ordination – Advanced
 - Works Promoter – Standard
 - Works Co-ordinator – Advanced
 - Permissions and Consents
 - Inspector
- Users must pass the test following the Module before they will be given access to the Register, so it is essential that they progress with the training as soon as possible.
- The Training for the Register (both transition and ongoing) is all online and is free with the cost being recovered through the Fees and Amounts.
- The estimated time to complete a module training and test is 4 to 6 hours.
- There is no classroom training planned.
- If you do not have a login for the training site you should contact the Support Desk. The email with the login is only valid for 7 days.
- The landing page provides instructions on the training.
- The old Register shuts down on the 3rd April and the new version is available on the 6th April.
- Noticing and FPNs should not be affected by the shutdown period. If there is a problem it should be dealt with in a pragmatic way.
- App users will need a new access Login. Instructions will be issued to the App Users and it must be followed to reset their Apps. All Notices etc must be downloaded to the Register before close down on the 3rd or they will be lost.
- A number of new URLs will be used for the new Register and all Organisations must check that they have been whitelisted by their IT provider.
- A stress test will be carried out on the New version on 10th, 17th, 24th, 31st March between 1400 and 1430. As many users as possible should log on to the test site and use it as they would on a daily basis e.g. submit Notices. As the data is going on the test site fictitious details can be used as it will not affect their records and to do lists. The test is requested to ensure that the new version can accommodate high level of use without failing.
- S.U. changes on the Register and they are: -
 - Energetics has been renamed Last Mile Gas and Last Mile Electricity
 - Solway communications has been renamed Grain Communications
 - Axione has joined the Register.
- The functionality which currently records Duration Charges on the Register will be removed from the system. These Charges are not covered by the legislation in Scotland and should not be recorded.

10b. Gazetteer Report

- The last upload was carried out via the Improvement Service. All must send their Validation Certificate to Symology as part of the transfer of the updated data to the Register.
- The SDTF4 format will be introduced in June so all R.As should be preparing their data to be ready for the transfer.
- As the version of the Gazetteer currently in use will not transfer to the new Register, a new cut of the Gazetteer will be taken before the end of March. All R.As must submit updated versions of their Gazetteer to the Improvement Service. **Action – R.As**

10c. Systems Assurance Team

C.G. commented as follows: -

- The ongoing testing programme being carried out by SAT has been constructive. Some problems have been highlighted but none are showstoppers and are being dealt with.
- The final testing will be carried out in March to confirm that the sign off can take place with the new Register rolled out on time.

10d. Community Apparatus VAULT

The staff within the Organisations who require read only access to VAULT data on the Register will not require training but will require a login. A guidance note will be provided to indicate how to access the Register for VAULT. C.G. will raise this matter at SAT. **Action – C.G.**

B.T. are working with Symology to roll out their system which will allow their plant data to be provided on VAULT without it being recorded in VAULT. So far the results of testing are positive.

In the Transport (Scotland) Act 2019 the provision of plant data will be mandatory on or via VAULT.

11. 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. RAUC(S) Constitution

A review of the Constitution is ongoing and the potential changes are as follows: -

- The frequency of the Local Meetings will be increased from 3 monthly to 2 monthly. The numbers of local meetings will be reduced by amalgamating some of the existing meetings e.g. East and West Dunbarton would join up.
- The frequency of the RAUC(S) and Area Meetings will be reduced from 3 to 4 monthly.
- Organisations which are not working in any area or locale they should not attend the meeting.
- At the NoSRAUC Meeting at the beginning of February, Orkney and Century Link Representatives attended via phone link and video link respectively. This proved quite successful and may be a way to reduce travel for Organisations who are distant from the meeting venue.

These are suggestions which will be submitted with others to the Community for consultation. If there are any suggestions, they should be passed to the Working group.

d. WoS Area RAUC Meeting Chair

S.W. indicated that this was his last meeting as Chair and Stephen Scanlon for Openreach would Chair the meeting in May and subsequent meetings for the next two years.

12. Date and Venue of the Next Meeting

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

Next Meeting: – Tuesday 26th May 2020

**Venue: - Alexander Bain House, 15 York Street, Atlantic Quay, Glasgow, G2 8LA
Lecture Theatre 1 and 2 Combined on Floor: G**

Future Meetings: - August Meeting Tuesday 25th August 2020

**Venue: - Alexander Bain House, 15 York Street, Atlantic Quay, Glasgow, G2 8LA
Lecture Theatre 1 and 2 Combined on Floor: G**

November Meeting Tuesday 24th November 2020

Venue to be Advised

Meeting ended – 12.15pm