



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

**Minutes of the
QUARTERLY MEETING**

Date: 27th August 2019

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

Present:

Stuart Watson (Chair)	S.Wa.	Argyll & Bute Council
Kevin Burns	K.B.	Inverclyde Council
Angus Carmichael	A.C.	Scottish Road Works Commissioner
Gavin Cook	G.C.	East Renfrewshire 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
Tommy Deans	T.D.	BEAR Scotland
Jim Forbes	J.F.	City Fibre
Clare Gordon	C.G.	Scotland Transerv
David Hearty	D.He.	MBNL-EE/3
Fiona McInnes	F.McI.	Scottish Water
Craig McQueen	C.McQ.	Scottish Water
Andrew Matheson	A.M.	Virgin Media
Christopher Murray	C.M.	Sky
Ronald Murray	R.M.	Petroineos
Alan Podmore	A.P.	GTC
Alex Rae	A.R.	SGN
Iain Ross	I.R.	O.S.R.W.C.
Stephen Scanlon	S.S.	Openreach
Ruth Scott	R.S.	SSE Telecom
Elaine Stewart	E.S.	SPEN
Scott Sutherland	S.S.	Amey / SRP M*DBFO

In Attendance:

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

Apologies:

Stephen Fisher	S.F.	CenturyLink
Lisa Haston	L.H.	SPEN
Owen Hearte	O.H.	Virgin Media
Lindsay Henderson	L.He.	O.S.R.W.C.
Ian Humphries	I.H.	Energetics
Robert McFarlane	R.McF.	Energy Asssets
Robert Mackay	R.Mack.	East Renfrewshire Council
Craig McQueen	C.McQ.	Scottish Water
John Mitchell	J.M.	Verizon
David Murdoch	D.M.	Network Rail
Alistair Scott	A.S.	G.T.C.
Calum Stewart	C.S.	Glasgow City Council
Elaine Stewart	E.S.	SPEN
Robert Young	R.Y.	Digital Scotland (Scottish Government)

1. Welcome, Attendance and Apologies

Stuart Watson 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 May 2019

a. Accuracy

The minutes of the last meeting of the WOS Area RAUC held on 21st May 2019 in the Victoria Hall, Sinclair Street, Helensburgh, G84 8TU were approved as read.

The Chair Person commented on the following issues: -

- Coal Tar – The work on Coal Tar Testing was progressing. The SRRL, Transport Scotland / SEPA and a University are all involved in the research to find a suitable test for the presence of coal tar in the road construction.
- Another issue of Safety Bulletins had been circulated with the meeting papers. These should used for internal training or circulated within Organisations to the relevant personnel.

b. Action Tracking Summary

The comments on the actions from the previous meeting are contained in the updated Action Tracking Summary with the following comments: -

Section 140 S.U. Inspection of their Plant – This had not been fully dealt with at RAUC(S) and their comments are awaited. **Action – Ongoing**

Site Incursion Problems – The standard report form used on BEAR Scotland sites for site incursions and threats by members of the public will be circulated. The forms can be used for

internal monitoring and / or reporting events to the Police. The forms can be modified to meet an Organisation's requirements.

3. Local RAUC Reports

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

a) Glasgow City

No Issues were remitted to this meeting.

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

No Issues were remitted to this meeting.

4. Matters Arising from RAUC(S) Meeting 5th June 2019

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

- Reference was made to the previously circulated Advice Note 15 (including additional flow charts) and the request for comments to be submitted to the Working Group Chairs.

The draft had been reviewed and the lack of information on Defects was noted. The working Group was being asked to review the relevant section and submit another draft in time for it to be issued for consultation with the final version being submitted to the December RAUC(S) Meeting.

a) RAUC(S) Working Group Recruitment

There were currently no R.A Representatives on the Quality Plan Working Group however the S.U. Representatives were meeting to produce drafts based on previous discussion and second guessing the contents of the final Transport Bill.

The work of Working Groups must be supported and where information or consultation is requested every effort must be made to assist with responses even if only to say the draft is satisfactory. The Members of the W.G. are giving their time to the task so all must give their time to support them.

5. National & Local Coring Update

a) National Coring Update

The Committee noted the following verbal report from G.C.

- The coring had already commenced, and the provision of the results would follow as soon as they were available.
- The coring was completed in East Renfrewshire, Renfrew and Inverclyde and the cores would be delivered to the agreed location if this had not already happened.

- West Dunbarton coring is almost complete and the coring in Glasgow and Argyll & Bute was due to commence in the next two or three days.
- Scotland Transerv had only two sites to be cored and to date had not had an indication of when they would be done. C.G. would email the Consultant again.
- The programme was on schedule if not ahead and all should proceed to the next stage of the programme as soon as they complete a stage. Every effort was being made nationally to have the results agreed and the final report collated as soon as possible and certainly not after the programme final end date.

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 Transport Bill was now progressing through Stage 3 which was planned for completion by mid-December. There were 7 amendments of which 5 were carried. The plan is still to lay the Act in June 2020.
- 2 Bulletins have been published by the Commissioner as follows: -
 - Monitoring & Improving Compliance No. 1 – Interventions (June 2019)
 - Monitoring & Improving Compliance No. 2 - Targets Early Starts and Unplanned Works - June 2019.pdf
 - The link to these documents is: - <https://roadworks.scot/legislation-guidance/commissioner-guidance>
- The Secretary was asked to circulate the link to the Members. **Action – Secretary**
If there are any queries they should be passed to enquiries@roadworks.scot
- The Performance Reviews will be sent out imminently.

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: -

- As always the Organisations with performance below the Target (in the red) should send in their comments to enquiries@roadworks.scot for the attention of Graham Milne.
- It was heartening to note that West Dunbarton's performance was improving.
- On Noticing Failures most of R.As were now below 10% failures but those above had work to do.
- Some of the S.U. Targets were challenging but were being met albeit not all the time.
- The message was that all must continue to strive to improve.

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

T.D. commented on the concerns about tick bites which personnel working in rural areas could pick up. Although not every bite would result in Lyme Disease the affected person should check for the tell-tale red mark round the bite which was a suggestion that they may be affected by the disease. This is a potential toolbox talk topic.

At the last RAUC(S) meeting Keith Robertson of MACS gave a presentation on the affects of road works on persons with a disability making their way down the road passed the site. Signing, guarding and lighting must be set up to allow safe passage through or passed the site.

Some years ago, Anglian Water produced a video on this subject and the Commissioner's Office has a copy which can be borrowed. It was worth viewing and was an excellent training tool. Enquiries were being made to find out if it can be made available through a link or even on a platform such as U Tube. The Video also deals with the safety of cyclists and horse riders.

Edinburgh City Council may set up a meeting with the TM Companies which are working in the City to discuss the standards which are expected.

Where unbalanced queues build up on sites action should be taken quickly. This can be by manual control or by resetting the programme on the lights. Unless there are special circumstances manual control of the lights over most or all day should not be requested as a norm.

While a pedestrian phase may be required the additional time needs to be considered in setting up the lights and accommodating flows.

b) Traffic Management Issues

Covered in 7a above.

8. Information on Strategic Programmes of Works

a. R.A. Programmes

UEFA EURO 2020 will take place and affect the roads in and around Glasgow. Details will be recorded on the Register.

The Local Coordination meetings review the programmes and note any sites which need extended coordination.

There is still the opportunity at this meeting to raise new or even planned schemes which may cross borders and require discussion. Through the year programmes, priorities, T.M. etc change for one reason or another and the need to bring these to the table is important.

b. S.U. Programmes

No new projects were submitted.

c. Update – Broadband Rollout

DSBB Programme is still on planned Programme Targets, and have achieved nearly 3900 LIVE CABS and over 680 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) and Exchange Only Line (FTTC EO) solution. FTTP deployment involves less civil engineering works and there should be a reduced impact on Roads Authorities and other utilities. There will probably be potholing and moleplough works in rural areas.

The Extended Build Programme is now running until 2020, and will be predominantly FTTP deployment.

There is a further deployment planned, termed “R100”, to cover the remaining premises that will be without access to Superfast Broadband. This contract is currently going through a complex procurement process, with strong competition maintained through 2 viable bidders. There will be three Contracts – North, Central and South. Councils in the West of Scotland are within the Central and South Contract Areas.

Contract Award is expected later this year, with mobilisation to follow in 2020.

9. Proposed Changes to Road Designations

This Item is on the Agenda to accommodate changes in road designation which in certain cases require consultation before the change can be made.

10. Management and Operation of the SRWR

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

- The invoices for the Fees and Amounts have all finally been paid.
- Aurora Transition training will be provided free during February, March and April. The eLearning units are compulsory and need to be passed before access will be granted. Subsequent training courses will also be provided free with the cost spread over the Fees and or Amounts (still to be agreed). There will be units which must be passed by new users before they are given access to the Register. These courses are available online at any time and there will be a saving on staff travel costs and time away from the Office.

Links will be provided for staff access and a Report will be available to Managers on the user's performance on the modules.

The View Only users will be required to pass some of the Modules to gain access.

The Roll Out of Aurora will be done over a weekend so records will have to be held until the Monday to be submitted.

- The Areas of Interest (areas to receive and send Notices, Works Areas etc) will not automatically transfer to Aurora so all will be asked to review the Areas they currently use and decide if they require to be changed. If there are no changes to an Organisation's Areas, they must discuss this with Symology so that the transfer can be made.

Symology will send a letter to all Organisations detailing the changes to be made. You must reply to the letter.

Action - All

There will be a default, but it will be very basic and, in some cases, may be the whole of Scotland so be aware of the programme and act accordingly to avoid problems on day one of Aurora e.g. receiving Notices for all Scotland. Where required help will be provided.

A reminder letter will also be issued by the Commissioner.

All should prepare for Aurora and have staff trained ready to access the system.

Action - All

- There are three new S.U.s on the Register. They are: -
Solway Communications
Lothian Broadband
Premier Transmissions Ltd
- The alleged problems on the Inspectors App which were raised by TayForth have been considered and 2 of the items were due to bugs which are being dealt with. The remainder of the items required Change Requests, and these were discussed at the Steering Group. A Change Request was prepared for one Item and it will be progressed. The other items would have resulted in too much data being called down which would have had a detrimental effect on the App performance. The better solution would be to use Aurora on a laptop.

10b. Gazetteer Report

I.R. commented as follows: -

- Improvement Services had used Symology to validate the data on the current upload but the next upload will be carried out by Improvement Services. If there are any problems they should be raised with Paul Weedon.

10c. Systems Assurance Team

C.G. commented as follows: -

- There is now a full membership on SAT.
- SAT continues to assist Symology with the Aurora development.
- Arrangements have been made to have a two-day audit session in both September and November. Another session may be needed in the new year.
- All were asked to ensure that they keep their summary lists up to date and remove any item which is not required. **Action – All**
- There will be a clear out of any messages which have not been actioned within 3 months and do not require an action. All defects should be accepted (or declined) and closed
Action - All

10d. Community Apparatus VAULT

All were asked to keep their data up to date.

Action -All

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. Meeting Dates 2019

The proposed dates were approved as tabled.

d. Solheim Cup, Gleneagles 9th to 15h September

Additional traffic is predicted on all roads leading to, and around Gleneagles for the period of the event. All details have been posted on the Register.

e. SROH Draft

The draft SROH was issued for consultation and the responses are now being reviewed. When it is published (2020) it will be reviewed as part of a process to develop a new SROR.

f. Local / Area Meetings

These meetings are held to allow information to be passed up and down the chain as well as to, discuss problems and discuss programmes which are proposed in the next quarter and thereafter. All should submit their programmes to the Local Meetings and provide an opportunity to discuss potential conflicts and opportunities to share tracks, closures etc.

There is concern that Representatives are attending the meetings and giving no input. The Representatives should be able to make decisions for their Organisation and should not be attending meetings in Areas where they do not have plant or planned works.

g. Scottish Water

F.McI. asked all to record all defects on the Register. An indication should be given of the urgency of the problem so that the required action can be put in place. If the defect is Urgent it should be reported by phone to the Contact Centre, then recorded on the Register indicating that it is Urgent.

The R.As indicated that defect such as a rocking manhole cover may be considered to be Urgent depending on its position in the road and the traffic volume and speed.

Photographs should be used to assist in locating the defective item and to provide input to any future discussions.

12. 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 November 2019

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

Future Meetings: -

February Meeting	Tuesday 25 th February 2020
May Meeting	Tuesday 26 th May 2020
August Meeting	Tuesday 25 th August 2020
November Meeting	Tuesday 24 th November 2020

Venue for the May meeting and thereafter have to be notified.

Meeting ended – 11.55pm