

## **Road Maintenance Stakeholder Group - Meeting 1**

**Burns Room 1, COSLA Office, Edinburgh**

**14.00 - 12 December 2012**

<b><u>Present</u></b>	<b><u>Organisation</u></b>
Ewan Wallace (Chair)	SCOTS/Aberdeenshire Council
Philip McKay	SCOTS/Aberdeenshire Council
Steven Feeney	Transport Scotland
Graham Edmond	Transport Scotland
Karl Johnston	Transport Scotland
Martin McLaughlin	Transport Scotland
Andrew Leyden	Scottish Gas Network/(SJUG)
Laura Hoskins	COSLA
Chris Thompson	Living Streets
Graeme Greenhill	Audit Scotland
Robert Young	SCOTS/Scottish Borders Council
Christine Francis	SCOTS/Glasgow City Council
Bill Barker	SCOTS/Dumfries & Galloway Council
Raymond Elliot	Office of Scottish Roadwork Commissioner
Alan Watt	CECA Scotland
Keith Robertson	Scottish Disability Equality Forum
Ken Morrison	SCOTS
Steven Glaister (by telephone link)	RAC Foundation
Simon Pinkney (Presentation for Item 4 only)	NHT

1. **Welcome**. The Chair welcomed all to the first meeting of the Stakeholder Group, explaining the remit and membership of the group. He advised there was strong political support for the group and that some members would be involved throughout and others would have a more specialist role.
2. **Strategic Action Group Meeting 15 November 2012**. Steven Feeney summarised the Strategic Action Group (SAG) meeting of the 15 November, with the outcome of a framework of 30 actions agreed by SAG. He circulated a paper showing progress with each of the National Road Maintenance Review (NRMR) actions. Copy attached.

### **ATTACH UPDATE ON PROGRESS**

It was also agreed that the remit of the Road Maintenance Stakeholder Group (RMSG) was as follows :-

- Oversee implementation of actions
- Identify any problems and barriers and address
- Evaluate, provide advice and recommendations

At this point Keith Robertson requested a glossary of terms and acronyms used for the wider group membership. **(Agreed as an action – copy attached as appendix to minute)**

3. **Terms of Reference:** A paper from the meeting of the 15 November was circulated with the agenda. Copy attached.

**ATTACH COPY**

It was also agreed to circulate the overarching governance paper from this meeting.

**(Action circulate paper – EW)**

Chris Thomson asked that the last paragraph in the remit was strengthened to include all modes of transport. CT asked to provide as suggested form of words for consideration by the group. **(Action CT)**

The Chair also asked all group members to feed in issues to the Stakeholder Group from associated groups, forums, etc, that may be relevant to the work of the Group. **(Action All Group members)**

The Chair also confirmed that he would revisit the Group membership to ensure that all areas are represented, and a programme of meeting dates would be set up. **(Action EW)**

4. **Update on Progress with NRM Actions.** A paper listing the actions and detailing progress in a “Red/Amber/Green” format was circulated. (Copy attached), and Robert Young went through the list detailing some of the issues on the items where progress was behind schedule. In general progress had been good with only two of the actions in the “Red” category and seven in the “Amber”.

Steven Feeney requested that the Actions be linked to the original Audit Scotland recommendations, and this was agreed. **(Action RY).**

It was also suggested that Audit Scotland should circulate their report to the Group by email. This was agreed. **(Action GG).**

At this point Simon Pinkney, of NHT gave a presentation on the work that had been carried out by NHT on a Public Satisfaction survey in England & Wales. 101 English and 6 Welsh authorities had participated. Results were published via their website ([www.nhtsurvey.org.uk](http://www.nhtsurvey.org.uk)) and all information was public. A similar survey for Scotland had been discussed and the cost per authority would be in the region of £7500. The survey would include additional analysis work by NHT looking at the balance between customer participation, performance information and costs. The proposals had been circulated to all Scottish local authorities and Transport Scotland, and there was some interest from 6 authorities, but the proposal would be discussed in more detail at a future SCOTS meeting when it was hoped there would be further interest in participation.

It was agreed to send contact details for NHT to Steven Glaister (RAC) **(Action EW).**

Bill Barker mentioned a similar survey currently carried out by APSE, and it was agreed that details of this should be circulated to the Group. **(Action BB)**

Alan Watt asked if the NRMR Progress paper could be circulated electronically. This was agreed. **(Action RY)**

#### **ATTACH COPY**

5. **Stakeholders Group – Priorities and Actions for 2013.** The Chair requested that the Group should input to him any issues not covered by the original 30 Options. **(Action All Group members).**

It was also agreed that future meetings would look at priorities within the 30 Options where actions had already been agreed and could be implemented. **(Action for next meeting).**

6. **Evaluation.** This was an additional item requested by Karl Johnston. He explained that the Minister was keen to see evaluation of benefits before they were implemented. He circulated a guide to evaluation based on cost/benefit analysis and a template on how this could be written up. Agreement on how this could be achieved would need to be considered and it may require consultancy and accountancy support. It was suggested that a workshop, early in 2013 may be a way to progress this request from the Minister.

Steven Glaister endorsed the proposal further commenting that the evaluation needs to be done systematically to ensure that opportunities are not missed.

It was also commented that it may be possible to get some assistance from the Improvement Service or the Road Works Commissioners Office.

The Chair confirmed that SCOTS would certainly support the request.

It was agreed that a workshop was the best option to progress the issue and would be needed in the early part of 2013. The forthcoming SCOTS/Transport Scotland Away Day in January was a possible forum which could be investigated. **(Action EW).** It was agreed that Karl would supply a framework for the workshop and will try and find a date and venue before the end of January for the event. **(Action KJ).**

7. **Next Meeting** The following were agreed.

- Date of meeting 25 April 2013
- Investigate participation in Public Perception survey
- Consider an Engagement Event, possibly around May 2013
- Wider communication of work of Group. Suggestions invited from all participants.
- Advice on communicating actions back up to COSLA/Scottish Government

## **Appendix**

### **Road Maintenance Stakeholder Group - Glossary of Acronyms and Terms**

CECA	Civil Engineering Contractors Association
COSLA	Convention of Scottish Local Authorities
NHT	National Highways & Transport survey
NRMR	National Road Maintenance Review
RAC	Royal Automobile Club
SAG	Strategic Action Group
SCOTS	Society of Chief Officers of Transportation in Scotland
SJUG	Scottish Joint Utilities Group