

## Road Maintenance Stakeholder Group - Second Meeting

### COSLA Offices, Edinburgh

10.00 – 15 March, 2013

### Note of Discussion and Agreed Actions

<u>Present</u>	<u>Organisation</u>
Ewan Wallace (Chair)(EW)	SCOTS/Aberdeenshire Council
Philip McKay (PM)	SCOTS/Aberdeenshire Council
Steven Feeney (SF)	Transport Scotland
Graham Edmond (GEd)	Transport Scotland
Karl Johnston (KJ)	Transport Scotland
Christine Francis (CF)	SCOTS/Glasgow City Council
Alex Rae (AR)	Scotland Gas Networks/(SJUG)
Raymond Elliot (RE)	OSRWC
Keith Irving (KI)	Living Streets Scotland
Graeme Greenhill (GG)	Audit Scotland
Robert Young (RY)	SCOTS/Scottish Borders Council
George Eckton (GE)	COSLA
Bill Barker (BB)	SCOTS/Dumfries & Galloway Council
John Sheridan (JS)	Mineral Products Association
John Mackenzie (JM)	CECA Scotland
Keith Robertson (KR)	Scottish Disability Equality Forum
Brian Cooper(BC)	SCOTS Business Support
Steven Glaister (SG)	RAC Foundation
Caryn Jack (CJ)	Scottish Power

Additional Circulation: Andrew Leyden, SGN and Kevin Horne Scottish Power

1. **Welcome**. Bill Barker opened the meeting and welcomed all to the second meeting of the Stakeholder Group, explaining that Chair Ewan Wallace had been delayed en route by train. Apologies were noted from Andrew Leyden (Alex Rae substitute) and Kevin Horne(Caryn Jack substitute).
2. **Minutes of Meeting 1(12/12/12)** Agreed as accurate and a correct record. Action List updated as attached.
3. **Update on Progress with NRMR Actions** Robert Young apologised for not circulating the up to date tabled paper in advance. He highlighted that names of the main contact person, lead organisation/group had been included in the tabled paper as well as progress with each of the 30 Options depicted by Red/Amber/Green (not progressed/behind programme/on programme). A table was also circulated which illustrated the matrix requested by Audit Scotland and included their recommendations. RY also advised that the Improvement Board was taking forward the costed model, then provided updates to some of the Options/information/progress and targets in the paper, as follows:  
**Option 21** Graham Edmond is the main contact  
**Option 19** Transport Scotland(TS) to progress following SCOTS implementation of the KPIs, which would be circulated to the Group **Action: BC**  
**Option 6** TS to progress at next Traffic Mgt. Forum in July  
**Option 11** TS/SCOTS/SOLACE Communications Group – Item 4 on meeting agenda

**Option 14** TS Standards Branch not yet progressed this ( needs of disabled must be included, especially regarding lighting)

**Option 23** Start up meeting not yet arranged – need to identify which part of Scottish Enterprise should be involved/asked for support.

**Option10** SF would remind Donald Morrison that this forum needs to be established – noted it was important in relation to disabled users. **Action:SF**

**Option 29** Chair of SCOTS has circulated survey to all Councils. EW will update under Item 4 on Agenda. BB referred to APSE customer satisfaction survey as well. Concern was expressed about this being behind programme due to its importance as a key means of obtaining feedback. BB also referred to the SOLACE/Improvement Service perception survey which would include more than just roads. KR suggested that voluntary sector organisations could be asked for feedback on for example lowered kerbs but CF felt this could lead to bias to a particular group.

RY drew attention to Page 13 – Additional Options for consideration: He pointed out there were issues with roadside advertising on road safety grounds. The SRRB was leading on this and more news may be available by the end of March. During discussion it was suggested there may be other alternative revenue sources.

During Q&A session KI pointed out that information on footways - D7.4(Option 13) - is very important but limited at present so this should be addressed.

RY concluded by saying that the initial 80(reduced to the 30 adopted) options could be revisited. BB offered to circulate the list of the original 80 to the group. SF reminded the group that COSLA and the Minister had asked for an evaluation of the 30 Options first. **Action:BB**

Shared Capacity/Services Improvement Board – EW gave a brief update on the first meeting when a proposal was put forward by Colin Mair from the Improvement Service which involved funding (£150K) and resources to take this aspect forward. EW had agreed to seek the views/support of Councils via SCOTS members. EW also intends asking Councils what they currently have in place. **Action:EW**

#### **4. Stakeholder Group – Actions for 2013:**

- Public Perception Update – circulation of the NHT information had brought limited response(6 Councils). Further update will be available after the next SCOTS meeting which will give another opportunity for raising this/discussion. See also comments under Option 30 above. SG had nothing to report from south of the border.
- Evaluation Workshop – KJ advised he had drafted an agenda but no date set as yet. Will involve TS/SCOTS/COSLA/OSRWC and the Improvement Service. KJ would circulate his draft and supporting notes to the Group. It was suggested that the evaluation outcomes would be vital in pointing everyone in the right direction. Also the view of Audit Scotland. SG would be happy to attend the workshop. **Action:KJ**
- Stakeholder Engagement Event – EW confirmed there was a commitment to have such an event but need to be clear what the event is for.  
During discussion a number of points were made/raised, as follows:
  - Event needs to be well structured so attendees can/know they will get something out of it
  - The public perception of road maintenance is that is just a “ big black hole”
  - Suggestion that quarries could have open days

- Planning Service in LAs has part to play as well – involve LA Heads of Planning thro HoPS
- MPA would support and wish to establish communication with Councils re local road network
- Maintenance cannot be avoided but this needs to be explained to the public
- Public Utility view needs to be put forward including customer service/demands
- Could be included in the remit of Option 11 in the NRMR
- What about others eg-Ports/Harbours? Important to have links with these facilities/management (see footnote below)
- Results of survey under Option 24 showed November to be the month of highest demand for Las
- Disabled user needs must be properly represented to help change current prevailing attitudes

In summary EW asked for group members to feedback their comments to him in the next 2/3 weeks so he could report to the next SAG meeting. He suggested local events/meetings/consultations with groups could be used meantime until the demand to organise a single, major, central Scotland wide event is established.

RE informed the Group about the forthcoming Scottish Government event being held in Victoria Quay on the 16<sup>th</sup> April on the “Strategic Consultation on Works on Roads in Scotland”.

As well as emphasising roads as an asset this would look at long term damage in relation to utility works(NRMR), coordination of roadworks, timing and overrunning of works ( NRMR), guarantee periods, compliance and enforcement under the Transport Scotland Act 2005, and seek innovation in reinstatement practice and compliance. Responses due by 5<sup>th</sup> July, 2013.

Footnote: BB advised that the Scottish Ports Committee had recently been established by the BPA in consultation with SCOTS and that relevant LAs had been invited to a meeting to be held in Edinburgh in November.

- Communication - SF advised the meeting that the Communications Group(Option 11) had not yet met but he would circulate the paper he had sent to the SCOTS Secretary earlier in the week. It was suggested that the format to be used in any communication must be able to be used by everyone. In addition all should be positive in supporting and promoting the key messages. **Action:SF**

## 5. Next Meeting

The Strategic Action Group meetings are on 25 April 2013 and 10 October 2013. The Chair proposed to hold Stakeholder Meetings at the end of May and in September. He would ask his PA to e-mail everyone with potential dates for agreement. **Action: EW**

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## **Appendix**

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

CECA	Civil Engineering Contractors Association
COSLA	Convention of Scottish Local Authorities
HMEP	Highways Maintenance Efficiency Programme
NHT	National Highways & Transport – Public Satisfaction 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
SOLACE	Society of Local authority Chief Executives
APSE	Association for Public Service Excellence
HoPS	Heads of Planning Society
LAs	Local Authorities
BPA	British Ports Association

### ACTION SHEET – 12/12/12(Meeting 1): updated 15/03/13 (Meeting 2)

It was also agreed to circulate the overarching governance paper from this meeting.	<b>EW- complete</b>
Chris Thomson asked that the last paragraph in the Stakeholder Group remit be strengthened to include all modes of transport. CT offered to provide a suggested form of words for consideration by the group. Other than this point the remit was agreed.	<b>CT</b>
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.	<b>ALL-ongoing</b>
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.	<b>EW</b>
Steven Feeney requested that the Actions be linked to the original Audit Scotland recommendations, and this was agreed.	<b>RY-complete</b>
It was also suggested that Audit Scotland should circulate their report to the Group by email. This was agreed	<b>GG-complete</b>
Alan Watt asked if the NRM Progress paper could be circulated electronically. This was agreed	<b>RY-complete</b>
It was agreed to send contact details for NHT to Steven Glaister (RAC)	<b>EW</b>
Bill Barker mentioned a similar survey currently carried out by APSE, and it was agreed that the NHT Survey should be compared with this and also the Improvement Services' perception survey.	<b>BB to circulate the APSE Survey -complete</b>
<b><u>Stakeholder Group – Priorities and Actions for 2013.</u></b> The Chair requested that the Group highlight to him any areas of concern which are not already covered by the original 30 initiatives.	<b>ALL</b>
The importance of communications was noted and the previously proposed communications group (SCOTS/SOLACE/TS) should be explored further and initiated before the next meeting	<b>(Action for next meeting) –on agenda for 15/03/13</b>
It was also agreed that future meetings the members would look at priorities within the 30 initiatives where actions had already been agreed and could be implemented but had not yet progressed e.g. around the litigation issue.	<b>(Action for next meeting) –noted by RY for agenda item 3 on 15/03/13</b>
<p><b>- Workshop - Actions</b></p> <p><b>KJ</b> to draft a framework for the workshop and send to EW.</p> <p><b>KJ</b> to find a date and venue before the end of January for the workshop.</p> <p><b>EW</b> to circulate KJ note to SCOTS and advise KJ of workshop attendees.</p>	<p><b>KJ-complete</b></p> <p><b>KJ</b></p> <p><b>EW</b></p>

### **ACTION SHEET – 15/03/13 (Meeting 2)**

Remind Donald Morrison re Option 10 forum/progress	<b>SF</b>
Circulate original 80 NRMR Options	<b>BB</b>
Seek views of SCOTS members re Improvement Service proposal	<b>EW</b>
Circulate draft agenda/notes for evaluation workshop to Stakeholder Group	<b>KJ</b>
Circulate paper sent to SCOTS Secretary to Stakeholder Group	<b>SF</b>
Circulate possible dates for next two meetings of Stakeholder Group	<b>EW</b>
SCOTS KPIs to be circulated to Stakeholder Group	<b>BC</b>