

Road Maintenance Stakeholder Group - Third Meeting

COSLA Offices, Edinburgh

10.30 – 21st June, 2013

Note of Discussion and Agreed Actions

<u>Present</u>	<u>Organisation</u>
Ewan Wallace (Chair)(EW)	SCOTS/Aberdeenshire Council
Graham Edmond(GEd)	Transport Scotland
Steven Feeney (SF)	Transport Scotland
Karl Johnston (KJ)	Transport Scotland
Raymond Elliot (RE)	OSRWC
Keith Irving (KI)	Living Streets Scotland
Robert Young (RY)	SCOTS/Scottish Borders Council
Keith Robertson (KR)	Scottish Disability Equality Forum
Brian Cooper(BC)	SCOTS Business Support

- Welcome.** EW welcomed everyone to the meeting. Apologies noted from Philip McKay(PM),George Eckton(GE),Graeme Greenhill(GG),Steven Glaister(SG),Bill Barker(BB),John Mackenzie(JM),Christine Francis(CF) and Donald Morrison(DM)
Noted that SG would take part by telecom if needed in the future.
- Minutes of Meeting 2(15/03/13)** Agreed as accurate and a correct record when amendment to footnote under Item 4 on page 3 included as: “ BB advised that the British Ports Association (BPA) were keen to involve more Councils in the work of of the BPA’s Scottish Port Committee and all 25 Councils with ports/harbours had been invited to a joint BPA/SCOTS meeting to be held in Edinburgh on 14 November 2013.
Action List updated as attached.
- Strategic Action Group 20 June 2013** EW advised that the SAG had met on the 20 June. The NRMR, Benchmarking, Shared Capacity/Services, the Maintenance Backlog and the recently published (May 2013 version) of the Maintaining Scotland’s Roads Audit Scotland Report had all been discussed with keen interest shown by, and support from, the Minister.

SF referred to the prevailing economic issues and emphasised the need for a long term strategy with local authority partners going forward with a long term vision to tackle the maintenance backlog.

KI was concerned that the maintenance information/backlog figures only related to road condition not footways/footpaths.

GE suggested that interaction with the public is essential in going forward.

KR added that transparency with the public was appreciated but communication/information must be in plain language. He asked how/where will the public be able to access information?

KJ suggested that the answers would be incorporated within the Communications Strategy.

4. Update on Progress with NRM Actions Robert Young tabled his NRM Strategic Framework and Options Progress Matrix, and added the following comments:

Option 7 – excellent progress - new timescale of June/July 2013 noted.

Option 21 – Transport Scotland contact is Angela Owen.

Option 19 – SCOTS KPIs complete. TS target is summer 2014.

Option 22 – Suggestion this is withdrawn.

Option 6 – SRRB agreed Autumn 2013 date. GEd and Joanne ? are TS contacts. Who is on the TS Traffic Management Forum? Other info re this Forum requested. **Action: GEd.**

Important that the needs of disabled, cyclists, pedestrians are taken into account. Point made re the forthcoming implementation of the revised Safety at Roadworks Code and RAUCS involvement as well.

Option 14 - Spring 2014 date set.

SF added that the Minister supports this group as it means identifying and removing unnecessary barriers and cost savings. SCOTS contact needed. EW will raise at the next Executive meeting. **Action: EW**

SF suggested that KR should be on this forum as well.

Option 23 - Commencement and target completion dates still to be identified.

Noted that the Improvement Board supports this initiative. EW suggested that Tayside Contracts may be leading on this. Also pointed out that Councils have their own individual spend to save initiatives but can these be identified.

Option 5 - New date of April 2014 due to alignment with the 4G Contracts.

Option 10 – Andrew Davidson is Transport Scotland contact. EW volunteered to be SCOTS contact. RY added he hoped this group could clarify responsibilities/liabilities for winter weather so that a clear message could be communicated to the public. It was realised there had been some high profile cases in some Council areas and the Audit Scotland report had commented on the high level of claims being settled.

Option 29 – Only six Councils had responded to EW as part of the SCOTS survey. Others likely to be using differing local community planning partnership surveys/questionnaires. The responses showed that Philip McKay is leading on this for SCOTS.

Options 4 and 27 - RE confirmed these formed part of the Scottish Government's Strategic Consultation on Works on Roads in Scotland due back by 5th July 2013.

RY concluded by drawing attention to the ongoing and possible future projects being considered by the SRRB.

RY's paper was well received and he was commended for its clarity and ease of interpretation.

5. **Evaluation Workshop** KJ reported on the Workshop held on 12 June, 2013. This event was seen as essential to address/answer matters such as what has been achieved, savings and efficiencies, how to assess outcomes, how to establish/learn from good practice and the timescale for compiling a formal report on what has been achieved. In summary it was recognised that more progress than thought possible has already been achieved with a proportionate and well balanced way forward for the initiatives evaluated. KJ would circulate a paper with more details to the Group which can be discussed under the relevant Agenda item at the next meeting. **Action: KJ**

6. **Stakeholder Group – Further Actions for 2013:**

- Stakeholder Engagement Event – EW advised that the Road Expo event on 6/7 November 2013 was at planning stage with at least one presentation/session on Stakeholder input. This annual event was well attended by local authorities and Transport Scotland etc., as well as roads/industry suppliers and contractors but not users. EW would confirm where the event was to be held this year. **Action:EW**
KI referred to a conference he is organising in the Autumn. EW asked if there were other opportunities for a user event – discussion on this as an Agenda Item for the next Stakeholder meeting. **Action:EW**
- Communication – SF's Communications Strategy had been e-mailed previously and circulated via the SCOTS Secretary. Worthwhile feedback had been received with crucial key messages. SF would draft a paper and circulate it to the Group along with the comments/feedback received. **Action:SF**

Next Ministerial/COSLA Strategic Action Group -10 October, 2013 Main discussion points from SAG on 20/06/13 included in Item 3 above. RY advised that his updated NRM paper will be ready for EW to use at the SAG meeting in October. **Action: RY/EW**

KI stressed that footways/footpaths need to feature more prominently.

7. **Next Meeting** The next (fourth) meeting would be held on 20 September, 2013, at 10.30am in the COSLA offices, Haymarket, Edinburgh.

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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
RAMP	Roads Asset Management Plan
HSE	Health and Safety Executive
TRL	Transport Research Laboratory
SRRB	Scottish Road Research Board
OSRWC	Office of the Scottish Road Works Commissioner
RAUCS	Roads Authorities and Utilities Committee(Scotland)

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.	EW- complete
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.	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.	ALL-ongoing
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.	EW
Steven Feeney requested that the Actions be linked to the original Audit Scotland recommendations, and this was agreed.	RY-complete
It was also suggested that Audit Scotland should circulate their report to the Group by email. This was agreed	GG-complete
Alan Watt asked if the NRMR Progress paper could be circulated electronically. This was agreed	RY-complete
It was agreed to send contact details for NHT to Steven Glaister (RAC)	EW
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.	BB to circulate the APSE Survey -complete
<u>Stakeholder Group – Priorities and Actions for 2013.</u> The Chair requested that the Group highlight to him any areas of concern which are not already covered by the original 30 initiatives.	ALL
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	(Action for next meeting) –on agenda for 15/03/13
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.	(Action for next meeting) –noted by RY for agenda item 3 on 15/03/13
<p>- Workshop - Actions</p> <p>KJ to draft a framework for the workshop and send to EW.</p> <p>KJ to find a date and venue before the end of January for the workshop.</p> <p>EW to circulate KJ note to SCOTS and advise KJ of workshop attendees.</p>	<p>KJ-complete</p> <p>KJ</p> <p>EW</p>

ACTION SHEET – 15/03/13 (Meeting 2)

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

ACTION SHEET – 21/06/13 (Meeting 3)

Circulate information re the Transport Scotland Traffic Management Forum	G Ed
Identify SCOTS rep've re Option 14 of the NRMR	EW
Circulate 12 June 2013 Evaluation workshop details/paper feedback	KJ
Confirm details re Road Expo Event in November	EW
Include opportunities for a user event as part of next meeting Agenda for discussion	EW
Circulate Communications Strategy/Feedback Paper	SF
Updated NRMR paper to be sent to EW for use at the October SAG Meeting	RY