

APSE Roads & Lighting Services Advisory Group

2 September 2016

Tayside Contracts, Perth

1. Introduction & Welcome

Cllr Paul O'Kane thanked all for coming to this meeting of the APSE Roads & Street Lighting group. Paul also thanked Tayside Contracts for their continued hospitality here in Perth towards the APSE Roads and Lighting advisory group.

2. Attendance & Apologies

See attached.

3. Minutes of 6 May 2016

The minutes of the meeting on 6 May were agreed to be a true and accurate record.

4. Matters arising

No matters arising.

5. Health & Safety Executive update on CDM Regulations changes and HAVS **Speaker: Kerry Elliot, HSE Inspector, Health & Safety Executive**

Kerry provided a very detailed and informative presentation on the above areas to the attendees of the group. Firstly, Kerry provided information on some health and safety statistics from 2014/15 including: 20 workplace fatalities in Scotland, 728 health & safety prosecutions in UK, 94% conviction rate with fines of £19m and 72 cases taken by COPFS in Scotland with 70 convictions.

Kerry then provided an in-depth overview of CDM 2015, highlighting a project is more than just a construction site. She provided details of what remains broadly the same before providing information on the main changes ([click here](#) to access full presentation). This included highlighting the structure had been simplified, the Client now had greater responsibility, Domestic Client exemption removed, CDM co-ordinator role which had been under utilised had been removed, Principal Designer role introduced and that Notification is a stand alone requirement – not a trigger point for additional duties.

Kerry highlighted during this presentation that the Principal Designer was the biggest change to the regs but that they were not a replacement for the co-ordinator. The Principal Designer manages and co-ordinates the design stage of the project. It was noted that the function of co-ordination was an integral part of the project. The Principal Designer was there to advise and act as a conduit for information flow.

During the CDM section of the presentation it was also highlighted that more emphasis is being placed on knowledge, skills, experience and CPD continuous training e.g. it was not enough to just have a training card but important that staff were knowledgeable and have the skills within the areas. Kerry concluded the CDM section of the presentation by providing information on the different guides which are available, these links have been added to the APSE Scotland advisory group page for this meeting and can be accessed by [clicking here](#). As well as noting that the HSE had not changed their approach to inspection, investigation and enforcement and that the Construction Phase Plan will be asked for more regularly than before.

There was a number of questions asked from the floor with Kerry highlighting that she was happy for any attendees to contact her for more information if required.

The second part of the presentation was focussed on HAVS, with Kerry providing information on who is exposed to HAVS, the symptoms and the importance of noting this is irreversible but preventable. Kerry then outlined what the law requires employers to do before looking in more detail at assessing the risk. Both the HSE HAVS exposure points system/ ready-reckoner and the exposure calculator have also been added to the APSE Scotland advisory group page for this meeting ([click here](#)). The presentation included some case studies in terms of changing the process to remove the risk from working situation as well as information on Health Surveillance.

Again there was a number of questions from the floor including the concern regarding those who could be exposed outwith their working duties (e.g. those carrying out homers etc).

6. Overview of inspection & defects categorisation national guide: progress to date

Speaker: Dougie McKay, Road Maintenance Partnership Manager, Tayside Contracts & Member of SCOTS

Dougie provided the group with an update on national guide. It was noted that this would be discussed at the next SCOTS group meeting and that once consultation process had been completed and those involved were happy Dougie would provide a further presentation to the group in relation to what has been included within the guide.

7. Process benchmarking: Update on flooding issues

Discussion led by: Colin McInnes, APSE Associate

Colin provided the group with an update on the current flooding process benchmarking work he was undertaking on behalf of the group. He highlighted to all that only 5 responses had been received and that should the group wish for a more detailed analysis with more worthwhile comparisons he would urge all to provide a response to himself to be included. The group agreed for Colin to re-issue the survey (10 questions in total) in order for all sit to submit to provide responses to all for a better comparison. Colin confirmed the survey would be re-issued within the next week or so.

8. SCOTS/ APSE Performance Networks update

Speaker: Dorothy Reid, Area Roads Engineer, Falkirk Council

Dot provided an update on the SCOTS/ APSE performance networks returns. It was noted that at the moment only West Dunbartonshire were still to submit at the time of this meeting but that this was due to be reserved within the next week or so. Dot also confirmed that the SOLACE indicator being introduced within the template was revenue only but that the working group and APSE were moving this forward with a view to include revenue and capital. The importance of accurate data was highlighted to all within the room.

9. Discussion of issues affecting service delivery

The group then held a round table discussion on any issues raised from the floor which included Lighting Columns and carbon reduction measures.

10. APSE Update

Speaker: Louise Melville, Principal Advisor, APSE

Louise delivered an update on the work of the Association, including our latest research on the “Sustainable local government finance and liveable local areas – Can we survive to 2020?” and the recently released “Working at the frontline of austerity: The Ensuring Council and Workforce Planning”. Louise also updated the group on the various forms of advocacy undertaken recently including APSE’s work within the SWITCH forum, recent Scottish Government consultations and the upcoming participation in party political conferences. Louise also updated the group on APSEs services including APSE Solutions, APSE Training, Performance Networks and the upcoming seminars. To conclude the presentation Louise provided all with information on the newly established Scottish Commercialisation advisory group which would be meeting for the first time on the 29th of September in Hamilton.

11. A.O.C.B & Future Agenda Items

It was agreed that should attendees have any suggestions for future topics these would be emailed to Louise Melville at the APSE office. Louise highlighted to the group that Gareth Davies, Policy & Technical Manager for CIPFA would be providing a presentation at the next meeting on Whole Government Accounts.

12. Date & venue of next meeting

The date and venue of the next meeting be Friday 25th November here at Tayside Contracts.

Attendee List

Fiona Kirk	Aberdeen City Council
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Stuart Young	Aberdeen City Council
Angus MacIver	Aberdeen City Council
Gavin Penman	Aberdeenshire Council
Bill Lennox	Aberdeenshire Council
Stan Pattison	Angus Council
Douglas Hill	Angus Council
Louise Melville	APSE
Colin McInnes	APSE Associate
Kevin McIntosh	Argyll & Bute Council
Morag Cupples	Argyll & Bute Council
Iona Kerr	Argyll & Bute Council
Alan Simpson	City of Edinburgh Council
Dougie McKay	Dundee City Council
Lisa Chiles	Dundee City Council
Stevie McCafferty	East Dunbartonshire Council
Liam Greene	East Dunbartonshire Council
Brian Orde	East Renfrewshire Council
Cllr Paul O'Kane	East Renfrewshire Council
Dot Reid	Falkirk Council
Gary Neill	Falkirk Council
Derek Crowe	Fife Council
Robert Walker	Glasgow City Council
Christopher Burns	Glasgow City Council
Cllr Stephen Dornan	Glasgow City Council
Elizabeth MacIver	Highland Council
John McLennan	Highland Council

Susan MacFadyen	North Ayrshire Council
Stewart Walker	North Ayrshire Council
Jamie Wright	Stirling Council
Kerry Sneddon	Stirling Council
David Crighton	Stirling Council
Stewart Ormond	West Dunbartonshire Council
Kenneth Brown	West Lothian Council
Jim Patterson	West Lothian Council

Apologies List

Glen Kane	East Lothian Council
Kevin Hamilton	West Lothian Council
Gordon McOmish	City of Edinburgh Council
Billy Johnstone	Orkney Islands Council
George Wells	South Lanarkshire Council
Laura Gillan	Renfrewshire Council
David Benstead	Scotland Excel
Grant Montgomery	Scotland Excel