

Mrs Angela Scott
Chief Executive
Office of Chief Executive
Aberdeen City Council
Marischal College Business Hub 12
West Broad Street
Aberdeen
AB10 1AB

Contact: Graham Milne
Direct Tel: 0131 244 9936

23 May 2024

Our Ref: PER/GM/2024/ACC

Dear Mrs Scott

Road Works Performance Review – 2023/24

I am writing to provide a review of your organisation's road works performance during 2023/24.

Section 118(1) of the New Roads and Street Works Act 1991 (the 1991 Act) places a duty on roads authorities to co-ordinate the execution of works of all kinds (including works for road purposes) in roads for which they are responsible:

- a) in the interests of safety;
- b) to minimise inconvenience to persons using the road; and
- c) to protect the structure of the road and integrity of apparatus in it.

Annual road works performance reviews are issued to utility companies, roads authorities and transport authorities in respect of the period 1 April to 31 March. Reviews consider how well organisations are meeting their statutory obligations.

Management and Performance Reports

Organisations are expected to routinely monitor their own performance utilising reports which are downloadable from the Scottish Road Works Register (SRWR). This ongoing process allows you to take appropriate action throughout the year to improve performance. Your organisation's performance against the expected targets is detailed in the Appendix.

Overall, the road works performance of Aberdeen City Council was unsatisfactory during 2023/24. However, had you delivered compliance associated with the commencement and closure of your works as set out in the Transport (Scotland) Act 2019 legislation, your performance would have been deemed satisfactory.

The performance of your organisation in 2022/23 was satisfactory and I expect to see increased efforts to deliver a well-managed performance in 2024/25.

I would draw your attention to the appendix which compares your organisation's performance against the expected standards.

Specific action is required in respect of:

Noticing Failures - Noticing is an essential part of the good co-ordination of road works. At 8%, your Noticing Failure rate is in excess of the expected performance of <4% which is regularly achieved by a number of roads authorities and utility companies. It is also higher than the roads authority average of 5.4%. Noticing is largely an administrative function, not generally influenced by weather and operational activity. Improvements should be achieved through training and works planning and management. Action is required to reduce your failures.

Summary

Administrative Functions

Noticing failures have increased to 8% for the reporting year, including a Q1 high of 13% (3% in 2022/23). This is unacceptable and required your organisation to be placed on a Commissioner Improvement Plan.

Works Planning and Operational Functions

At 6.0%, your unplanned works performance is greater than the roads authority average of 2.8%. Road works registered was again low at 61/100km (50/100km in 2022/23) of road network. This is below the average of 101/100km for the SCOTS city group and your current practice should be reviewed.

Sample Inspections

No specific actions identified.

Miscellaneous

No specific actions identified.

In 2024 your organisation was placed on an Improvement Plan and I acknowledge the progress delivered during the latter part of the reporting year. I acknowledge the ongoing engagement between your representative and my staff and with focus, it is envisaged that this plan could be due for closure during Q1/Q2 of this reporting year.

Should you wish to discuss any part of this letter please do not hesitate to contact my Performance Manager Graham Milne at: enquiries@roadworks.scot.

See over/

Yours sincerely

A handwritten signature in black ink, appearing to read 'KH', is placed on a light blue rectangular background.

Kevin Hamilton
Scottish Road Works Commissioner

Appendix – Aberdeen City Council Road Works Performance – Primary Indicators

Number of Road Works		611				
	Indicator	Current	Expected	RA Average	Utility Average	Notes
Administrative Functions	Gazetteer Submissions	4	4			
	Noticing Failure rate (%)	8%	≤ 4%	3%	5%	
	Notices without correct Contact Details	0	0			Originator and Contractors names and telephone numbers must be recorded prior to works commencing.
	Notices without Traffic Management Type	0	0			Prior to works commencing the correct traffic management type must be recorded on all notices of 7 days or less.
Works Planning and Operational Functions	Works requiring Early Start (%)	5%	≤ 15%	7%	7%	
	Works requiring Late Start (%)	1%	≤ 2%	1%	1%	
	Works requiring Works Extension (%)	7%	≤ 15%	7%	9%	
	Works that Over ran (%)	less than 1%	0%	less than 1%	3%	
	Unplanned Works (%)	6%	< 4%			Excessive use suggests poor works planning and a lack of co-ordination and co-operation.
	Works Awaiting Closure at year end	0	0			
	Works awaiting Final Site Reinstatement Details Notice at year end	6	0			
	Works registered per 100km	61		100		This metric considers a roads authorities performance against their respective SCOTS peer group. The RA Average is shown for SCOTS Group - SCOTS Group - City.
Sample Inspections	Category A Undertaken	91%	100%			It is expected that all roads authorities undertake all target sample inspections in each of the 3 categories.
	Category B Undertaken	101%	100%			
	Category C Undertaken	101%	100%			
Miscellaneous	Fixed Penalty Notices (FPNs) Issued	233	≥ 0			All roads authorities are encouraged to issue FPNs to drive improvement of utility performance. Currently 20 authorities issue FPNs.
	Attendance at Area RAUC meetings	100%	100%			Regular attendance at Area RAUC meetings demonstrates a commitment to meeting your statutory obligations to co-ordinate road works.
	Vault Submissions	4	≥ 4			Whilst not a statutory requirement, organisations are encouraged to submit regular updates in the interests of safety and to assist good works planning.