

Mrs Angela Scott
Chief Executive
Aberdeen City Council
Marischal College
Business Hub 12
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Aberdeen, AB10 1AB

Contact: Graham Milne
Direct Tel: 0131 528 5518

26 May 2022

Our Ref: PER/GM/2022/ACC

Dear Mrs Scott

Scottish Road Works Commissioner 2021/21 Road Works Performance Review

Please find enclosed Aberdeen City Council's 2021/22 annual road works Performance Review in respect of the period 1 April 2021 to 31 March 2022.

As a road works community we have spent the last two reporting years managing the continual disruption caused by the Covid-19 pandemic. As we progress through 2022, I trust that your organisation has succeeded in negotiating the many additional processes required, especially with the emphasis on remote working and have now concluded any business developments to deliver a compliant road works performance.

In terms of section 118(1) of the New Roads and Street Works Act 1991 (the 1991 Act), roads authorities have a statutory duty 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.

This review considers how well you are meeting your statutory obligations.

In addition to your annual review, Aberdeen City Council's road works performance is routinely discussed at quarterly Area Roads Authorities and Utilities Committee meetings.

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 performance review process allows your organisation to take appropriate action throughout the year to improve performance. If your performance falls at any point during the year, it is

expected that an explanation will be provided to my representative before or at the relevant Area RAUC meeting. Organisations can also generate reports to assist benchmarking against similar authorities. Your organisation's performance against the expected targets is detailed in the Annex 1.

Consistent failure to achieve the expected level of performance may result in further formal action.

Aberdeen City Council Road Works Performance – Primary Indicators

Number of Road Works		681				
	Indicator	Full Year	Expected	RA Average	Utility Average	Notes
Administrative Functions	Gazetteer Submissions	4	4			
	Noticing Failure rate (%)	4%	< 4%	7%	3%	
	Notices without correct Contact Details	3	0			Originator and Contractors names and telephone numbers must be recorded prior to works commencing.
	Notices without Traffic Management Type	2	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 (%)	29%	< 15%	8%	9%	
	Works requiring Late Start (%)	3%	< 2%	0%	1%	
	Works requiring Works Extension (%)	12%	< 15%	8%	8%	
	Overrunning Works (%)	4%	0%	3%	0%	
	Unplanned Works (%)	4%	< 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	11	0			
Works registered per 100km	68		0		This metric considers a roads authorities performance against their respective SCOTS peer group. The RA Average is shown for SCOTS Group - City.	
Sample Inspections	Category A Undertaken	86%	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	467	> 0			All roads authorities are encouraged to issue FPNs to drive improvement of utility performance. Currently 17 authorities issue FPNs.
	Attendance at Area RAUC meetings	75%	100%			Regular attendance at Area RAUC meetings demonstrates a commitment to meeting your statutory obligations to co-ordinate road works.
	Vault Submissions	6	4			Whilst not a statutory requirement, organisations are encouraged to submit regular updates in the interests of safety and to assist good works planning.

Specific action is required in respect of:

Early Starts – The managed use of Early Starts can be viewed as good co-ordination. However, excessive use suggests that works are not being well planned and managed. Across Scotland, roads authorities on average use Early Starts in 9% of their road works. At 29%, your use of Early Starts is in excess of the expected performance of <15% which is regularly achieved by a number of roads authorities and utility companies. Early Starts are largely a co-ordinating function and improvements should be achieved through training and works planning and management. Action is required to reduce your failures.

Works Awaiting Final Site Reinstatement Notice – At the year end, Aberdeen City Council had 11 outstanding works awaiting their final site reinstatement notice. This is a simple administrative task and should be completed in all cases.

Summary

In general terms, the road works performance of Aberdeen City Council was satisfactory during 2021/22.

Administrative Functions

No specific action is required.

Works Planning and Operational Functions

Early starts (29%) exceed the required target and is currently unacceptable. You are required to review this and revise current practice with some urgency.

Sample Inspections

No specific action is required.

Miscellaneous

The number of FPN's (285) issued by your organisation at 83% is acknowledged.

It is anticipated that it will become a statutory duty to submit plant and apparatus information to the SRWR VAULT system in 2023. In the meantime, I continue to encourage all roads authorities and utility companies to upload their plant information in the interests of improved plant protection, road works management and co-ordination. This is particularly beneficial when other organisations are responding to “out of hours” emergency and urgent works.

Data and statistics relating to your road works performance is available from the Scottish Road Works Register throughout the year. It is expected that your organisation will continue to self-monitor this information and take appropriate action. In particular, it is recommended that your mid-year performance is made available to senior managers in November.

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

Yours sincerely

A handwritten signature in blue ink, appearing to read 'KH', followed by a long horizontal flourish.

**Kevin Hamilton BSc CEng MCIHT
Scottish Road Works Commissioner**