

Mrs Angela Scott  
Chief Executive  
Aberdeen City Council  
Marischal College  
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Broad Street, Aberdeen  
AB10 1AB

Contact: Graham Milne  
Direct Tel: 0131 528 5518

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Our Ref: PER/GM/2022/ACC

Dear Mrs Scott

### **Road Works Performance Review - 2022/23**

I am writing to provide a review of your organisation's road works performance during 2022/23.

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.

The road works performance of Aberdeen City Council was considered to be satisfactory during 2022/23. The performance of your organisation in the 2021/22 was also satisfactory and I expect to see increased efforts to deliver a well-managed performance in 2023/24.

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:**

Gazetteer Submissions – Authorities have a statutory requirement to submit quarterly gazetteer updates to the SRWR which are compliant with agreed standards.

Misuse of “Traffic Management Not Yet Known” - It is not acceptable to enter “Traffic management Not Yet Known” when placing a 7 day notice in advance of planned Substantial, Major & Standard Works, a 24 hour notice in advance of planned Remedial or Minor Works and a 2 hour notice for Urgent and Emergency Works. The correct traffic management types must be correctly populated for all road works.

Late Starts – The managed use of Late 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 Late Starts in 0.01% of their road works. At 4%, your use of Late Starts is high and suggests a lack of co-ordination. It is expected that <2% can be achieved by your authority through improved works planning and management.

**Summary**

**Works Planning and Operational Functions**

Late starts at 4% (3% in 2021/22), exceed the required target and you are required to review the current practice.

**Miscellaneous**

Road works registered decreased to 50/100km (68/100km in 2021/22) of road network. This is below the average of 61/100km for the SCOTS city group and your current practice should be reviewed.

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](mailto:enquiries@roadworks.scot).

Yours sincerely



**Kevin Hamilton**  
**Scottish Road Works Commissioner**

## Appendix – Aberdeen City Council Road Works Performance – Primary Indicators

Number of Road Works		500				
	Indicator	Current	Expected	RA Average	Utility Average	Notes
Administrative Functions	Gazetteer Submissions	3	4			
	Noticing Failure rate (%)	3%	≤ 4%	3%	5%	
	Notices without correct Contact Details	1	0			Originator and Contractors names and telephone numbers must be recorded prior to works commencing.
	Notices without Traffic Management Type	12	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 (%)	7%	≤ 15%	7%	7%	
	Works requiring Late Start (%)	4%	≤ 2%	1%	1%	
	Works requiring Works Extension (%)	13%	≤ 15%	7%	9%	
	Works that Over ran (%)	1%	0%	less than 1%	3%	
	Unplanned Works (%)	3%	< 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	7	0			
	Works registered per 100km	50		61		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	101%	100%			It is expected that all roads authorities undertake all target sample inspections in each of the 3 categories.
	Category B Undertaken	102%	100%			
	Category C Undertaken	103%	100%			
Miscellaneous	Fixed Penalty Notices (FPNs) Issued	295	≥ 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	67%	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.