



ROADS AUTHORITIES & UTILITIES COMMITTEE
(SCOTLAND)

ADVICE NOTE 23

POTENTIAL WORKS

Version 1.0

4 June 2014

POTENTIAL WORKS

Version History

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1. Introduction

The Scottish Road Works Register (SRWR) is primarily used to post notice of undertaker and roads authority works; this is a requirement of the New Roads and Street Works Act 1991 (NRSWA) as amended by the Transport (Scotland) Act 2005 (T(S)A). The major purpose of the SRWR therefore is to allow roads authorities and utilities to review proposed works, assess their impact, and ultimately co-ordinate them with a view to reducing any disruption they may cause. This purpose is aided by various applications available to users of the SRWR, one of which is entitled 'Potential Works'.

Potential Works are not Notices: they share much of the functionality and detail associated with notices, and may eventually be 'converted' into notices, but they have no legal status and should not be confused with notices.

The purpose of Potential Works therefore is to allow works promoters to post details of possible future works without committing to anything at all. It is hoped that this will allow other works promoters to review these 'Potential Works' with a view to any one of the following actions:-

- **Co-ordination** – a void conflicts with their own works by delaying or bringing them forward.
- **Co-operation** – seek opportunities to share lane or road closures to carry out their own works thus minimising disruption and possibly mitigating traffic management and/or reinstatement costs.

2. Background

Potential Works are intended for (but not limited to) larger jobs, such as major projects or resurfacing works. They are intended to ensure undertakers and roads authorities are given as much opportunity as possible to discuss potential conflicts or agree where co-operative works may take place. The SRWR includes the Potential Works functionality as a mechanism to assist in this co-ordination of works. These works are excluded from normal noticing validation checks, and all aspects of statutory noticing legislation. The SRWR has functionality for Potential Works to be converted to full "Proposed Works"; at that time full statutory validation checks are introduced and the works are considered to be "Noticed".

The SRWR helps to keep track of Potential Works, giving each one a Due Date at which point the next step in the noticing lifecycle is expected to be initiated by the promoter. This is used to calculate which works should appear on the Notice Production Due task summary list.

3. Process

3.1 Works without dates

Works expected to start within the next three months may be created as Potential Works without dates. Potential Works without dates will have a follow-up Due Date set three months from the date they are entered into the SRWR, and will therefore appear on the users Notice Production Due task summary list with that date.

As work without dates are not used for co-ordination, these works will not appear on the Local RAUC Co-ordination Report.

3.2 Works with dates

Works that are being entered for purposes of co-ordination should be recorded with an Expected Start Date and an Expected End Date. By definition these dates will be vague and the promoter will not be held to them, they will be primarily used to calculate the follow-up Due Date mentioned above. Since the date used as the Expected Start Date is essentially unknown, it may be set to the 1st day in the expected quarter, the 1st day of the expected financial year, or something similarly vague. You are expected to describe in the Works Description field how accurate these dates are and where possible any constraints or prerequisites that may affect the actual start date. Of course, it is beneficial if these dates can be as accurate as possible; the more accurate they are in the first instance, the less updating of the records will be necessary at a later date.

The date used for the Expected End Date should indicate the expected duration of the works by using a date relative to the one chosen as the Expected Start Date.

For example: if you believe the works will take three months and you expect they will be carried out at some point during the following year you may set the Expected Start Date to 01/05/2012 and the Expected End Date to 31/06/2012.

The Expected Start Date recorded against the works will be used to calculate the due date for production of a statutory notice. So, for a Potential Works defined as Major, it will appear on the "Notice Production Due – Potential Works" task summary list three months before the recorded Start Date.

These works will appear on the Local RUAC Co-ordination Report.

If the works are recorded as Major Projects they will also appear as conflicts to other users of the SRWR creating notices for the same location.

Conflicts will also be flagged to other users of the SRWR creating notices in the same timeframe as the works.

3.3 Follow Up

Once the Notice Production Due Date for the above works is reached the user is expected to either:

- Convert the Potential Works to a full notice using real dates and following all aspects of statutory noticing legislation;
- Amend the Potential Works Expected Start Date & Expected End Date to reflect when they may take place- effectively pushing back the dates;
- or
- Abandon the Works. Please note that works which are abandoned can easily be resurrected if it turns out the works will still go ahead.

3.4 Local RAUC Co-ordination

To aid in co-ordination at the Local RAUC meetings an extract of all Potential and Actual Works with dates can be produced by the SRWR. It is expected this report will be reviewed by all those in attendance at the Local RAUC Co-ordination meetings. As such it is important that all organisations record on the SRWR all activities that would normally be discussed at these meetings.

3.5 Other Considerations

When works are expected to require a road or lane closure it would be beneficial to indicate this using the Potential Works at as early a stage as possible. This will again allow you to co-ordinate with other undertakers/roads authorities working in the same location and reduce disruption.