

## 1. Objective

- 1.1. The objective of this procedure is to provide Street Authorities (SA's) and their teams with a consistent process and schedule for conducting co-ordination/ liaison meetings with Statutory Undertakers (SU's) and other interested parties.
- 1.2. All works promoters have a duty to co-ordinate and or co-operate with the Street Authority, under sections 59 and 60 of NRSWA.

## 2. Scope

- 2.1. This procedure applies to all NRSWA co-ordination/liaison meetings held by SA's jointly with SU's and other interested parties within the AHAUC area.

## 3. References and Definitions

- 3.1. Code of Practice for the Co-ordination of Street Works and Works for Road Purposes and Related Matters: Section 6.2 Co-ordination Machinery

## 4. Procedure

- 4.1. It is recommended that all transfer of information should be by electronic means.
- 4.2. AHAUC recognizes that a standard electronic version is advantageous to all and the region will pursue and standardize a "Works Promoter Proforma". In light of all SA's within AHAUC having a commitment to ELGIN it is envisaged that the format will be undertaken by that organisation.
- 4.3. All works promoters should notify SA's of all new planned Major works or changes to existing works as soon as this information becomes available. The accuracy of the information, as far as it is known, is very important for the effective co-ordination of Street Works.
- 4.4. Quarterly co-ordination / liaison meetings shall be held, with meeting dates to be agreed and set annually.
- 4.5. An updated schedule of the "Works Promoter Proforma" shall be circulated to each relevant contact **21 days prior** to the date of the next co-ordination meeting.

4.6. The schedule shall detail **all known** works falling into any of the following categories:

- Major Works.
- Known Development sites.
- Surface dressing or resurfacing works.
- Other significant road works considered to be a disruption to the Network.
- Events on the highway that are likely to impair normal traffic flow i.e. Fairs markets, demonstrations etc.
- Forthcoming Road Closures.
- Section 50 Licensee embargos.
- Recent section 58 submissions

4.7. Between 21 – 14 days before the scheduled meeting the SA will identify conflicting proposals or opportunities for co-operation and will liaise with relevant work promoters to review programming.

4.8. The SA's Road Space Programmer will send to all relevant work promoters a completed list 14 days prior to the next meeting and shall also send the following:

- An agenda for the meeting
- Minutes of the previous meeting
- Details of the Date/Time and location of the meeting

4.9. From 14 days before the date of the meeting there exists an additional period in which identified conflicts will allow conflicting promoters the opportunity for joint working or discussion to resolve the matter before attending meeting. This will produce an agreed list of works for the next period, which will take priority over other works as described above.

4.10. If conflicts are not resolved or works are introduced after the liaison period, then road space cannot be guaranteed, but must be agreed by liaison with all work delegates at the co-ordination meeting

## **5. Co-ordination / Liaison Meeting Agenda**

5.1. Standard agenda items are suggested below. With the agreement of attendees each SA may include additional agenda items to suit their authority's needs

- 1) Apologies for absence.
- 2) Minutes of previous meeting.
- 3) Matters arising.
- 4) Contact list – Updates/circulation of attendance list.
- 5) Coordination and review of programmes.
  - a. Consideration of scheduled work, including long term and major works.
  - b. Co-ordination matters from adjoining authorities.
  - c. Conflict resolution/mitigation/agreements and scheme/works deferral.
  - d. Performance Reports.
- 6) Feedback or issues of concern from County and Regional HAUC.
- 7) Any other business.
- 8) Dates of next meetings.

## **6. Recommended representatives at Co-ordination meetings**

6.1. The following organizations should be invited to send a representative, who should have responsibility from their respective organisation to act on their behalf and be able to bring to the meeting their relevant work programme or other matters.

- Street Authorities (Road Space Programme Team) representative(s).
- Utility (Client).
- Utility (Principal Contractor) if applicable (two representatives maximum)
- Street Authorities (NRSWA Team) representative(s).
- Highway Authorities (Assistant District Manager or Design Team) representative(s).
- Highway Authorities (Term Contractors) representative
- Highway Authorities (Development Control) representative
- Adjacent Highway Authority representative (Invite or copied in with minutes)
- Highway Agency representative.
- District Council representative (If applicable)
- Police
- Network Rail (Invite or copied in with minutes)
- Passenger Transport Unit
- Any other relevant attendees at particular authority areas.