

## BUSINESS PLAN 2014-15

Since her appointment in 2013, under section 16 of the Transport (Scotland) Act 2005, the Commissioner has been committed to working with the road works community to oversee improvements to the planning, co-ordination and quality of road works in Scotland. In order to achieve this outcome, the Commissioner has set the following strategic aims:

- To monitor the carrying out of works in roads in Scotland;
- To promote compliance with the New Roads and Street Works Act 1991 and the obligations imposed under it;
- To promote the pursuit of good practice; and
- To ensure the effective operation of the Commissioner's office.

This business plan details the Commissioner's objectives, activities undertaken to achieve these, their relevant due date and their current status.

<b>Strategic Aim 1 - To monitor the carrying out of works in roads in Scotland</b>				
	<b>Objective</b>	<b>Activities</b>	<b>Due by</b>	<b>Status as at 31 March 2015</b>
1.1	Continue to work with RAUC(S) to ensure that the suite of SRWR Indicators meets the ongoing needs of the Commissioner and the road works community.	<ul style="list-style-type: none"> <li>• Set up the Scottish Road Works Register (SRWR) Reports group to review the Indicators.</li> </ul>	Spring 2015	Working Group set up in Autumn 2014 and has met on 2 occasions. Work ongoing.
1.2	Monitor the performance of roads authorities and utility companies using Indicators and other data.	<ul style="list-style-type: none"> <li>• Undertake interim performance reviews of poor performing organisations.</li> <li>• Issue annual performance reviews.</li> </ul>	Autumn 2014  April 2015	Achieved.  On target.
1.3	Continue to work with the Scottish road works community to seek strategies for an overall improvement to the standard of road reinstatements.	<ul style="list-style-type: none"> <li>• Review RAUC(S) coring data in Summer 2014.</li> <li>• Issue of penalties on coring data if required.</li> </ul>	August 2014	Achieved.  Six utility companies issued with penalties.
1.4	Ensure that the Scottish Road Works Register operates in line with the contractual requirements and continue to ensure that it develops to provide added benefits to the Commissioner and the road works community.	<ul style="list-style-type: none"> <li>• Monthly performance and progress meetings with Symology.</li> <li>• SRWC attendance at quarterly contract meeting with Symology.</li> <li>• Attendance at and input to SRWR steering group.</li> </ul>	Ongoing	Achieved.
1.5	Develop the Technical Standards programme with emphasis on the rollout of the Superfast Broadband programme in Scotland.	<ul style="list-style-type: none"> <li>• Prepare programme and finalise strategy.</li> </ul>	July 2014	Achieved.

## SCOTTISH ROAD WORKS COMMISSIONER

<b>Strategic Aim 2 – To promote compliance with the New Roads and Street Works Act 1991 and the obligations imposed under it.</b>				
	<b>Objective</b>	<b>Activities</b>	<b>Due by</b>	<b>Status as at 31 March 2015</b>
2.1	Publish the Commissioner's Annual Report for 2014.	<ul style="list-style-type: none"> <li>Produce annual report.</li> <li>Publish report on Commissioner's webpage</li> </ul>	Spring 2015	Collecting data.
2.2	Attend HAUC(UK), RAUC(S) and area RAUC meetings to identify emerging issues and influence the direction of future work.	<ul style="list-style-type: none"> <li>Attendance at HAUC (UK).</li> <li>Attendance at RAUC(s) meetings.</li> <li>Representative of the SRWC in attendance at Area RAUC(s).</li> </ul>	Ongoing Jun/Sept/Dec/Feb  Jun/Sept/Dec/Feb	Achieved. Achieved. Achieved.
2.3	Continue to advise the Scottish Government on all aspects of road works legislation.		Ongoing	Achieved.
2.4	Continue to work with the Scottish Road Works Policy Development Group to identify where legislative revisions or new legislation might be required.	<ul style="list-style-type: none"> <li>Attendance at Road Works Policy Development Group.</li> </ul>	Ongoing	Achieved.

<b>Strategic Aim 3 – To promote the pursuit of good practice.</b>				
	<b>Objective</b>	<b>Activities</b>	<b>Due by</b>	<b>Status as at 31 March 2015</b>
3.1	Continue to work with RAUC(S) to review and develop Codes of Practice and Advice Notes to identify where revisions might prove beneficial and to advise on how best to achieve this.	<ul style="list-style-type: none"> <li>Attendance at RAUC(S) Working Groups.</li> <li>OSRWC support to Working Groups.</li> </ul>	Ongoing	Achieved. Significant progress made on several work streams.
3.2	Continue to monitor the information contained within the Commissioner's website to ensure that it is up to date.	<ul style="list-style-type: none"> <li>Review website content.</li> </ul>	Ongoing	Website updated as necessary.
3.3	Where good practice is identified this shall be promoted the rest of the road works community.	<ul style="list-style-type: none"> <li>Provision of Commissioner papers.</li> <li>Provision of newsletters.</li> <li>SRWC presentations at industry seminars</li> </ul>	Ongoing	Achieved. Newsletters issued. Commissioner gave papers at a number of conferences and events throughout the period.
3.4	Contribute to the Scottish Road Maintenance Review and the Road Maintenance Stakeholder Group.	<ul style="list-style-type: none"> <li>Commissioner attends the Strategic Action Group.</li> <li>SRWC or Representative attendance at Road Maintenance Stakeholder Group.</li> </ul>	Bi-annual meeting	Meetings attended.

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Strategic Aim 4 – To ensure the effective operation of the Commissioner’s office				
	Objective	Activities	Due by	Status as at 31 March 2015
4.1	Ensure that all banking and financial management procedures are adhered to.	<ul style="list-style-type: none"> <li>Undertake monthly reconciliation.</li> </ul>	End of each month	Achieved.
4.2	Publish annual accounts of 2013-14.	<ul style="list-style-type: none"> <li>Publishing of accounts on webpage.</li> </ul>	1 month after being laid in Parliament	Done.
4.3	Ensure that Freedom of Information and any other requests are dealt with within prescribed timescales.		Quarterly review	Achieved.
4.4	Upgrade the Commissioner’s <a href="http://www.roadworksonline.org">www.roadworksonline.org</a> website.	<ul style="list-style-type: none"> <li>Update in line with Equalities Act.</li> <li>Update in line with legislation changes.</li> <li>Re-branding/Modernising.</li> </ul>	March 2015	Site re-launched on 23 March 2015.
4.5	Robust business processes for the SRWR.	<ul style="list-style-type: none"> <li>Risk register detailed review.</li> <li>Resolution on Deferred Income requirement.</li> </ul>	September 2014  January 2015	Achieved.  Achieved.