

**MINUTES OF SURVIVE GROUP EXECUTIVE
MEETING HELD ON 13TH FEBRUARY 2017**

Present Rob Gifford - Chairman
David Bizley - RAC
Melanie Clarke - HE
Shaun Coole - RRRRA
Derek Firminger - AVRO
Mary Hill – RAC
Steve Ives - AA
Dave Jones - NPCC
Damon Jowett - Direct Line / Green Flag
Andrew Reeve - Secretary

**ACTION
BY**

1 Apologies for Absence

Simon Henrik - Direct Line / Green Flag

RG welcomed Shaun Coole from RRRRA to the meeting who, along with AVRO, was representing the recovery trade associations.

2 Minutes of the meeting held on 17th October 2016

The minutes of the last meeting were accepted and approved as a true record of the meeting.

3 Matters arising not covered on the Agenda

3.1 HE AVIS information to Third Parties

MC advised that the process for gathering the necessary information was unfortunately still on-going and that an update would be provided at the next meeting.

MC

4 Working Group Reports

4.1 SURVIVE Working Group 1 (Practices and Procedures)

SI reported that some motoring organisations had now included Smart Motorway information into their deployment systems. This would help identify when a vehicle was broken down within an area of motorway that had no hard shoulder.

DF enquired if this information could be also provided to the recovery contractors, possibly via the APEX system. SI agreed to discuss this within WG1.

WG1

SI advised that the 'Surviving the Hard Shoulder' leaflet was now being redrafted to provide generic breakdown information and would be retitled 'Surviving a Breakdown'. This would be branded as a SURVIVE publication and issued in an electronic format. A copy of the proposed draft would be circulated to the Executive for comment.

WG1

SI commented that TRL would be asked if they could also obtain driver/public feedback on the publication in order to ensure that it adequately covered motorist's concerns.

Discussion then took place regarding the distribution / circulation of the publication and it was agreed that all those organisations involved with SURVIVE should be asked to promote it via their web sites. It was also agreed that WG1 would work with WG3 to develop a communication plan, which would include the possible use of social media channels.

**WG1 /
WG3**

DF enquired if a shortened version of the publication could be made available to recovery contractors, possibly via the APEX system, and SI agreed that WG1 would look into this.

WG1

Regarding the Smart Motorway Practitioner Working Group, SI reported that the first meeting held in December had focused upon the frequency, design and signage of Emergency Refuge Areas. The majority of motoring organisations held the view that the ERA's should still be larger in size and closer together, similar to those that were first installed on the M42.

DB commented that he was pleased with the work in progress, however there were some concerns regarding increasing the frequency of ERA's, mainly due to the cost implications. A letter detailing these concerns had been sent to John Hayes, Minister of State, Department for Transport.

SI advised that feedback received from HGV recovery contractors re attending a vehicle located in an ERA indicated that in most cases a lane closure would still be involved. There was also no control over where a vehicle actually parked within an ERA, regardless of its size and in a number of instances some HGV drivers chose not to use an ERA at all.

It was generally agreed that the possible changes to the signage and design of ERA's would help encourage their usage. DB commented that it was difficult to gauge the public's perception of safety when using an ERA or when broken down on a Smart Motorway.

SI commented that there were occasions when recovery contractors were not informing Highways England when they were attending a breakdown / recovery in a live lane on a Smart Motorway. This issue needed to be addressed and it was agreed that the motoring organisations and the trade associations should help assist by communicating this requirement. SI advised that this would also be highlighted in the new version of the Best Practice Guidelines.

ALL

SI advised that Highways England, working in collaboration with the IVR and SURVIVE, would be holding an ERA demonstration event at the Fire Service College, Moreton-in-Marsh on 23rd February 2017. The purpose of the event is to demonstrate and explore a range of vehicle recovery scenarios from Emergency Refuge Areas. Following the event feedback would be provided in due course to the Transport Select Committee.

Regarding the Best Practice Guidelines, SI reported that the draft of the new version (v4) was now under review by WG1 members and that a copy would be circulated to the Executive members for comment in March. The new version would include the agreed elements from PAS 43, including technician training, disabled / vulnerable motorists and also brief guidelines regarding fuel recovery at the roadside.

WG1

MH requested that she receive an early copy of the draft version and it was then agreed that the Best Practice Guidelines should be published when it was ready and not wait until the publication of PAS 43:2017

SI advised that a new approach to the DfT regarding flashing rear red lights was being considered, with the possible use of new technology to control their usage at the roadside. RG requested that WG1 submit a position paper to the Executive for their consideration.

WG1

SI advised that the Tow Pole Guidelines had been published and were now available as a download PDF document from the SURVIVE Website.

Regarding the shed load handling guidelines, SI reported that these has been completed and were now included in the draft of BPG's v4.

4.2 SURVIVE Working Group 2 (Standards)

MH reported that there were two changes to the membership of WG2,

- SVRA were now represented by Allan Forest of Car and Truck.
- Derek Muir, RAC HSEQ Operations Manager had replaced Mark Lodge as the Secretary of WG2.

MH

MH agreed to provide AR with their contact details in order to update the WG2 contact list.

MH advised that a second draft of PAS 43:2017 had been produced and been provided to BSI to enable them to evaluate their costs. BSI had also indicated that it would be likely that publication would now probably not take place until later in the year.

It was agreed that WG2 should also consider the creation of a small sub-group to look into the communication issues and liaison with WG3.

WG2

MH reported that a meeting was being held with UKAS on 16th February to discuss increased witness visits and unannounced visits plus other relevant issues.

Regarding the development of a training course for Recovery Operators to help in their understanding of the requirements of PAS 43, MH and AR were requested to make contact with Frank Taylor at IVR to progress this issue.

MH / AR

MH advised that the overview from IVR of the VR24b course for Certification and Inspection Bodies for formal endorsement by WG2 was still awaited and MH and AR were requested to also discuss this with Frank Taylor at IVR.

MH / AR

MH reported that the WG2 had now defined the sample sizes for vehicle inspections relating to the proposed inspection sampling regime and that the proposal would be presented to UKAS at the meeting on 16th February.

MH confirmed that a meeting had been held with DF regarding which elements of the proposed Recovery Operators Licensing Scheme could possibly be included with PAS 43.

Note:- see section 6 below.

4.3 SURVIVE Working Group 3 (Communication)

RG reported that he had had a successful meeting with SH regarding WG3 and that SH would be producing a paper for consideration by the Executive, which would require answers to relevant questions. This would be discussed by RG / AR and then circulated to the Executive in order to help establish the function and focus of WG3

**RG / SH /
AR**

5 Smart Motorways

AR reported that information had very kindly been provided by Highways England regarding the national groups that were involved with discussions relating to Smart Motorways. This information had been circulated to the Executive prior to the meeting.

In summary, these groups are: -

1. Operating Smart Motorways Steering group – chaired by DCC Gary Forsyth (NPCC)
2. Smart Motorways Expert Advisory Group – chaired by Mike Wilson (HE)
3. Operating Smart Motorways Task and Finish Group, Communications and Review of Operations – chaired by Paul McWilliam (HE)
4. SURVIVE Working Group 1 – chaired by Steve Ives (AA)

AR requested that if other national groups were known who were also discussing Smart Motorways, that he be advised of their details.

ALL

6 Recovery Operators Licensing Scheme

DF advised that as previously reported a meeting had been held with MH to review the elements of ROLS and a matrix had been produced detailing which elements of ROLS could be or were already covered by PAS 43. This paper was then circulated at the meeting.

MH advised that it was proposed to present this paper at the next WG2 meeting in March and seek their approval for the inclusion of the new relevant parts within PAS 43.

WG2

It was agreed that this was the best way forward and DB advised that any new references regarding legal requirements should be referred to UKAS to ensure that the correct wording was used. SI also advised that some legal elements were contained with the Operator's Licence requirements.

7 Any Other Business

7.1 FMG Request to join WG1

SI advised that a request to join WG1 had been received from FMG, who currently work with HE as the National Vehicle Recovery Manager.

Following a short discussion, it was agreed that as HE were already represented on the working group that there was no requirement for FMG to also have representation. SI was requested to advise FMG accordingly.

SI

There then followed a discussion regarding the composition of the Executive, bearing in mind that there were now a number of motoring organisations who were not represented. RG proposed that he and AR carry out a review and a request was made for those present to supply AR with the details of all known motoring organisations in order to progress this and report back at the next meeting.

RG / AR

ALL

MH proposed that consideration could also be given to how to best involve other UK road governing bodies in our discussions, namely Transport Scotland, Welsh government and the Northern Ireland Assembly. It was agreed that RG and AR would include these bodies in their review.

RG / AR

7.2 SURVIVE Minutes

DF expressed his concern and dismay at the recent correspondence sent out by RRRA which included a copy of the minutes from the last SURVIVE Executive meeting which had his name and comments relating to ROLS highlighted in red.

SC advised that both RRRA and AVRO had concerns with the promotion of ROLS by DF and that he had received correspondence from the AVRO National Council requesting that this issue not be discussed at the SURVIVE Executive meeting.

It was agreed that DF should take this issue up direct with RRRA and RG expressed concern that the SURVIVE minutes had been used in this manner without checking with SURVIVE in advance of circulation.

7.3 Changes to the SURVIVE Executive

AR reported that Melanie Clarke had recently stepped down from the HE Executive team, and that Mike Wilson, the Chief Highways Engineer, would in future represent HE on the Executive.

AR also reported that this meeting would be the last one for David Bizley as he would be retiring at the end of the year. DB was one of the founder members of SURVIVE, having been instrumental in its formation back in 1999. His place on the Executive would be taken up by Mary Hill from RAC.

RG expressed a sincere vote of thanks to both MC and DB for their involvement, support and hard work on behalf of the SURVIVE Group over the years.

8 Date of the Next Meeting

The next meeting of the SURVIVE Group Executive will take place on Monday 19th June 2017 at 11.30am, being hosted by AA at their offices in Basingstoke.

RG closed the meeting by expressing the grateful thanks of the Executive to DJ and Direct Line for hosting the meeting and for their kind hospitality.