

**MINUTES OF SURVIVE GROUP EXECUTIVE
MEETING HELD ON 12TH OCTOBER 2015**

Present Rob Gifford - Chairman
David Bizley - RAC
Lucy Davies - Direct Line / Green Flag
Mary Hill – RAC
Steve Ives - AA
Melanie Clarke – Highways England
Andrew Reeve – Secretary

**ACTION
BY**

1 Apologies for Absence

Brian Drury – AVRO
Simon Henrick - Direct Line / Green Flag
Damon Jowett - Direct Line / Green Flag
David Snelling - ACPO

RG welcomed Melanie Clarke who was attending the meeting on behalf of Highways England following the departure of Simon Sheldon-Wilson, and Lucy Davies who was standing in for Simon Henrick.

DB reported that RHA had disbanded their Rescue Recovery Group and that Frank Taylor was now working for IVR. It was agreed that AR would seek the views of RRRA and ERRI regarding a suitable replacement for FT on the Executive.

AR

RG announced that ACPO had now been replaced by NPCC, the National Police Chiefs' Council and that he would liaise with Suzette Davenport regarding a suitable representative from NPCC on the Executive.

RG

2 Minutes of the meeting held on 15th June 2015

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 Critical Register

MC reported that this was now covered under the AVIS project, which would provide HE with a better understanding of their assets. SI advised that some members of WG1 were also involved with this project. MC agreed to provide an update on AVIS at the next Executive meeting.

MC

3.2 “Surviving the Hard Shoulder Leaflet”

Following a short discussion it was agreed that WG1 would now look at revising the content and advice contained within the current leaflet to also include Smart Motorways and All Lane Running Motorways.

WG1

In addition WG3 would now look at how best to deliver the information to the motoring public, as the publication of a new leaflet may not be the most cost effective and efficient method.

WG3

3.3 SURVIVE Guidelines for Using a Tow Pole

SI reported that a WG1 sub-group had been established to establish the best practice guidelines for flat towing vehicles and a draft proposal was awaited.

WG1

3.4 Use of Traffic Cones

SI advised that it was now common practice for light recovery vehicles not to use cones when attending vehicles on motorways and some other types of roads. The use of cones, in conjunction with dynamic risk assessment, was covered within the Best Practice Guidelines and PAS 43.

DB commented that feedback from HSE during the recent PAS 43 consultation process had included a ‘request’ to be more assertive regarding the availability and use of cones. After a short discussion it was agreed that it still had to be proven that the greater use of cones would have measurable benefits.

SI commented that it was planned that the next update of the Best Practice Guidelines would include more information and guidance regarding the use of traffic cones.

WG1

AR agreed to look into the current regulations regarding the use of traffic cones.

AR

3.5 HE Tyre Pressure Project

AR reported that a demonstration of the HE project to identify if vehicles had incorrect tyre pressures had been arranged for Wednesday 18th November at Keele Motorway Service Area on the M6. Executive members were requested to advise AR if they wished to attend.

ALL

MC commented that the initial feedback from this project had shown that a significant number of vehicles, especially HGV’s, were running on under-inflated tyres. HE was now looking to possibly extend this service, which will be provided free of charge, to other motorway service areas in due course.

4 Working Group Reports

4.1 SURVIVE Working Group 1 (Practices and Procedures)

SI reported that the Smart Motorway Steering Group, chaired by HE, included members of WG1. A ‘one year on’ operational review had been held at South Mimms and elements of best practice working practices established were now being fed back into the National Steering Group.

DB advised that a RAC survey was being carried out regarding motorists' views on the safety of using All Lane Running and Smart Motorways. Some initial feedback had shown there were some safety concerns, especially the failure of motorists to obey the Variable Messages Signs, particularly the Red X sign.

MC commented that regarding the M25, Godstone RCC has different safety concerns to those at the South Mimms RCC. It was agreed that the RAC and HE would share their feedback, concerns and views regarding safety issues.

DB / MC

SI reported that the funding for the publication of the next version of the Best Practice Guidelines had been provided and that the printing was now underway. SI requested that the motoring organisations personnel be made aware of the changes relating to the motorway lane safety advice and also the general advice regarding where the public should stand at the breakdown.

ALL

It was agreed that each member of the Executive would be sent a copy of the new version of the Best Practice Guidelines.

SI

Regarding vehicle lighting and conspicuity, unfortunately no real progress was being made. WG1 were discussing the fend position and evidence was being gathered to substantiate a possible change to parking the attending vehicle at an angle.

SI advised that a WG1 sub-group had been established (led by Robin Doney) to establish the best working practices for dealing with the handling of shed loads. This followed a request from HSE and it was planned that the guidelines would be issued as an addendum to the Best Practice Guidelines.

A short discussion took place regarding attending breakdowns located in coned off areas on motorways and MC agreed to ascertain HE views on the current wording within the Best Practice Guidelines and feed that back to WG1.

MC

4.2 SURVIVE Working Group 2 (Standards)

MH reported the group had not met since the last Executive meeting but had kept in touch via e-mail. The SVRA had yet to advise who their new representative would be and there was currently some uncertainty regarding the IVR representative following the retirement of Steve Kirton.

Following the publication in May of PAS 43:2015, a document summarising the main changes over the previous version had been posted onto the SURVIVE website.

MH advised that WG2 had arranged a meeting on 6th July with the Certification and Inspection Bodies in answer to requests for some clarification and guidance on interpretation following publication.

The main area of confusion related to the requirement for operators to ensure that the training and competency skills of technicians were provided by a scheme traceable to the National Occupational Standards. Guidance was given that operators should carry out a mapping exercise to identify any gaps in training.

However, concerns were subsequently raised that this exercise could result in the need for further training to be undertaken by some technicians.

A decision was therefore taken by WG2 that a 12 month lead in period from publication of PAS 43:2015 should be applied to this new requirement to ensure that Certification and Inspection Bodies apply the same standard.

This decision has been communicated to and endorsed by UKAS, and will be included in the requirements which they place on Certification and Inspection Bodies.

MH reported that WG2 would soon review the preferred ISO structure for management system specifications in order that a decision can be taken as to whether this should be applied to the 2017 revision of PAS 43.

DB advised that PAS 125 (vehicle damage repair) was being replaced by the new British Standard BS10125, and that as PAS standards appeared to have a limited life span then this may also apply to PAS 43 at some stage in the future.

RG requested that WG2 look into the pros and cons of PAS 43 possibly becoming a full British Standard.

WG2

4.3 SURVIVE Working Group 3 (Communication)

LD reported that a WG3 meeting would be arranged soon and that consideration would be given to assistance being provided to AR regarding the administration of the SURVIVE Website.

AR advised that a draft press release had been prepared regarding the publication of PAS 43:2015 and following a short discussion it was agreed that a combined press release should be issued covering the issue of both the new Best Practice Guidelines and PAS 43:2015.

WG3

MH agreed to review the draft of the PAS 43 element and pass a revised copy back to WG3

MH

5 Any Other Business

5.1 Website Renewal

AR advised a request had been received from Headland regarding the renewal of the hosting and maintenance support for the SURVIVE website. They are seeking an increase in the annual fee from £1300 to £1600 (+ VAT).

This would increase the annual cost from £520 to £640 for the AA, RAC and Direct Line, who very kindly agreed to continue to fund these costs.

The last increase was in 2012 and was fixed for 3 years; the new rate will be fixed for 2 years. AR was requested to ascertain in the new rate can also cover a 3 year period.

AR

5.2 HE 5 Year Safety Plan

MC advised that HE was now in the process of launching their 5 Year Safety Plan, which contained some 122 actions. This was being issued to all staff and would be available on the HE website. It is a single plan covering all aspects of the business including colleagues, partners and the supply chain.

One target was to reduce by 40% the number of people who were killed or seriously injured on the strategic road network by 2020. This would be a challenge in the light of new design schemes being developed and the continued growth in the number vehicle using the network.

MC commented that there would be a focus on making better use of VMS technology and improving the information provided to users of the road network. The utilisation of Traffic Officers would also be reviewed regarding different methods of working and their possible use on other types of roads.

RG requested that AR be provided with an electronic copy of the Safety Plan for issue with the minutes.

MC / AR

5.3 Letter from RIES

AR reported that SURVIVE had received a letter from Brian Drury at RIES detailing their concern at Green Flag staff recommending particular organisations to carry out ISO and PAS 43 accreditation. AR had requested BD to provide more specific information to enable DJ to look into the matter and respond accordingly to RIES.

BD / DJ

6 Date of the Next Meeting

The next meeting of the SURVIVE Group Executive will take place on Monday 8th February at 11.30am, being hosted by the AA at their offices in Basingstoke.

RG closed the meeting by expressed the grateful thanks of the Executive to DB and RAC for hosting the meeting and for their kind hospitality.