

TAY ROAD BRIDGE JOINT BOARD

**PUBLICATION SCHEME UNDER THE
FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

MAY 2004

Should you require a copy of this document in large print, Braille, audiotape or in any other language, please contact John Crerar, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3BJ (Tel: (01382) 221881) (email: john.crerar@tayroadbridge.co.uk).

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1. AN INTRODUCTION TO YOUR RIGHT TO INFORMATION

The Freedom of Information (Scotland) Act 2002 (FOISA) introduces a new right to obtain information from the Tay Road Bridge Joint Board and other public bodies.

The FOISA imposes certain other obligations on the Bridge Board, which include adopting a Publication Scheme.

The FOISA comes fully into force in January 2005, when a person's right to request information from the Bridge Board (apart from information contained in this Publication Scheme) takes effect.

This Publication Scheme will be implemented on 1 June 2004 when a person's right to request information contained in it takes effect.

2. WHAT IS A PUBLICATION SCHEME?

The Bridge Board is under a legal obligation to produce and implement a Publication Scheme. In its basic form, it is a guide to the information that the Bridge Board routinely publishes or intends to publish and allows a significant amount of information to be made available without a person having to make a specific request for information.

This legal requirement has been introduced by the Scottish Executive so as to publicise the work done by public authorities and encourage a spirit of openness and accountability throughout the public sector in Scotland. In terms of the outcomes to be achieved, citizens will not only be more aware of the business of public bodies, but citizens will also have greater access to information that is relevant to them. Such developments are intended to enhance local democracy and participation in local decision-making processes.

A Publication Scheme must set out the following:

- what information is available;
- the manner in which that information is published;
- if there is a charge for that information.

When a public body draws up its Publication Scheme, it must pay particular attention to the public interest in allowing public access to information held by it, particularly information which relates to the provision of services by it, the cost of providing those services and the standards attained by those services, and information on the basis of which decisions of public importance have been made, and in publishing the reasons for its decisions. This Publication Scheme therefore aims to be 'as citizen-focussed' as is possible.

Before producing this Publication Scheme the Bridge Board carried out an audit of all the information it holds and the results will be subject to an ongoing review.

Under the FOISA, the Bridge Board has an on-going legal duty to review its Publication Scheme. The Bridge Board will therefore carry out its own review of the scheme during its first 12 months in operation and annually thereafter.

In order to ensure this Publication Scheme remains relevant and useful for citizens over the coming years, the Bridge Board will continually add more categories of information to it and update the Tay Road Bridge website and paper copies to reflect any changes. As a guiding principle, as much information as possible will be made available, on a continuous basis in accordance with this Publication Scheme, and outdated material will be replaced, as necessary.

3. RESPONSIBILITY FOR THE SCHEME

Patricia McIlquham, the Clerk to the Board, has responsibility for the Scheme on behalf of the Board. She can be contacted at 21 City Square, Dundee, DD1 3BY or telephone (01382) 434202 or email patricia.mcilquham@dundeecity.gov.uk.

John Crerar, the Bridge Manager, has responsibility for maintaining the Scheme on a day to day basis. He can be contacted at Bridge Office, Marine Parade, Dundee, DD1 3BJ or telephone (01382) 221881 or email john.crerar@tayroadbridge.co.uk.

4. INFORMATION ABOUT THE TAY ROAD BRIDGE AND THE TAY ROAD BRIDGE JOINT BOARD

The Tay Road Bridge

2250 metres in length, the Tay Road Bridge spans the estuary of the River Tay between Dundee and Newport on Tay . It leads traffic directly into the centre of Dundee and is mainly used by commuters.

The bridge was designed by William A Fairhurst and was opened to traffic on 18th August 1966 having taken 4 years to build at a cost of approximately £5 million. The cost of building the bridge today would be well over £100 million.

The Tay Road Bridge Joint Board

The Bridge is the responsibility of the Tay Road Bridge Joint Board, which comprises six councillors from Dundee City Council, five from Fife Council and one from Angus Council.

The Board is responsible for the management and maintenance of the bridge which is financed predominantly by tolls.

The Board appoints a Clerk, a Treasurer, an Engineer and a Bridge Manager to administer and manage its affairs. Meetings are generally held once every three months to discuss business.

The Bridge Board routinely makes information available to the public through publications and responses to enquiries. Much information is already available on the Tay Road Bridge website and this Publication Scheme has built on this approach.

The existing information flow will continue under the FOISA, which does not limit the citizen's right to information outside this Publication Scheme. The FOISA will provide greater access to information that is not currently available.

5. HOW TO USE THIS PUBLICATION SCHEME

This Publication Scheme has been designed with the citizen in mind. Its structure is based on the main categories of information in which the Bridge Board believes citizens will be interested. The Publication Scheme is placed on the Tay Road Bridge website and the Dundee City Council website and in Dundee City Council offices and libraries for citizens to comment on and offer continuous feedback.

This Publication Scheme refers to classes of information that the Bridge Board wishes to make readily available, together with a description of the classes of information. This is intended to help the user to find the information wanted as easily as possible.

Our intention is to publish as much information as possible on subjects in which there is known to be a public interest.

If you are unable to find a particular piece of information and need further assistance, please contact John Crerar, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3BJ (Tel: (01382) 221881) (email: john.crerar@tayroadbridge.co.uk).

6. HOW TO ACCESS INFORMATION NOT CONTAINED IN THIS SCHEME

The general right of access to information under the FOISA will come into force in **January 2005**, when anybody requesting information that is not already contained in the Publication Scheme will be entitled subject to any exemptions or restrictions that may apply to be given that information in the manner requested so far as is reasonably practicable.

The FOISA is retrospective, so that any information pre-dating January 2005 will be accessible. To enable us to locate the information you want, please let us have as much detail as you can about the information required.

If you wish to make a request for information please contact John Crerar, Bridge Office, Marine Parade, Dundee, DD1 3BJ (Tel: (01382) 221881) (email: john.crerar@tayroadbridge.co.uk).

7. EXEMPT INFORMATION

The Bridge Board aims to add as much information as possible to that contained in this Publication Scheme by 2005. If some of the information falls within an exempt category in the FOISA, or some other rule of law restricts its publication, the information will be published without the exempt sections. In some cases, the document in question may have been archived or deleted in accordance with the Bridge Board's records management policy or in compliance with applicable legislation

Members of the public will not be entitled to access information, which is exempt from release under the FOISA or some other rule of law which restricts its publication.

There are currently 17 classes of exempt information under the FOISA. Of these, some may be treated as exempt, subject to the application of the public interest test and the others are absolute exemptions. Absolute exemption means that the Bridge Board will not provide the information.

Examples of types of information covered by an absolute exemption include information which is accessible elsewhere, information where release is prohibited by another piece of legislation or information where release would constitute an actionable breach of confidence.

- Under the **public interest test**, which applies to the other categories of exempt information, the information may be released if the Bridge Board decides that the public interest in disclosing the information outweighs the public interest in not disclosing it.

Types of information where release is subject to a public interest test include information relating to national security and defence, information which would endanger health or safety, information which might harm international relations or information which would substantially prejudice law enforcement or commercial interests.

Full details relating to exempt information appear in Part 2 of the FOISA starting at Section 25.

8. COPYRIGHT

All material contained in the Scheme is the copyright of the Tay Road Bridge Joint Board unless stated otherwise. If you wish to copy any information within the Scheme, you may do so in any format for any non-commercial purpose provided that:

- it is reproduced accurately;
- it is not used in a misleading context;
- the source and copyright status of the material are acknowledged; and
- the material you produce is published or distributed without charge

Applications for permission to reproduce material for any commercial purpose may be made to John Crerar, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3BJ (Tel: (01382) 221881) (email: john.crerar@tayroadbridge.co.uk).

If you receive information through this Publication Scheme which is subject to the copyright of another person or body, then it is recommended that you contact the copyright holder to seek consent before the information is reproduced.

9. ACCESSIBILITY AND DIVERSITY ISSUES

Some of the information contained in this Publication Scheme may be available on the Tay Road Bridge's website at www.tayroadbridge.co.uk and information may be viewed or downloaded from the site free of charge. Free internet access is available at the following Dundee Libraries, Community Centres and Communities Department buildings:

Libraries

Central Library, The Wellgate, Dundee, DD1 1DB
 Ardler Centre and Library, Turnberry Avenue, Dundee, DD2 3TP
 Arthurstone Library, Arthurstone Terrace, Dundee, DD4 6RT
 Blackness Library, 225 Perth Road, Dundee, DD2 1EJ
 Broughty Ferry Library, Queen Street, Broughty Ferry, Dundee, DD5 2HN
 Charleston Library and Centre, 60 Craigowan Road, Dundee, DD2 4NL
 Coldside Library, 150 Strathmartine Road, Dundee, DD3 7SE
 Douglas Library, Balmoral Avenue, Dundee, DD4 8SD
 Fintry Library, Findcastle Street, Dundee, DD4 9EW
 Hub Library and Learning Centre, Pitkerro Road, Dundee, DD4 8ES
 Kirkton Library and Learning Centre, Derwent Avenue, Dundee, DD3 0BW
 Lochee Library, High Street, Lochee, Dundee, DD2 3AU
 Menzieshill Library, Orleans Place, Dundee, DD2 4BH
 Whitfield Library and Learning Centre, Whitfield Drive, Dundee, DD4 0DX

Community Centres and Other Communities Department Buildings

The Shore, 15 Shore Terrace, Dundee, DD1 3DN
 Young Persons' Health and Information Project, The Corner, 13 Shore Terrace, Dundee, DD1 3NP
 Twa Semis Youth Project, 60-62 Craigowan Road, Dundee, DD2 4NL
 Highwayman Youth and Community Centre, 115 Hilltown, Dundee, DD3 7AE
 Mitchell Street Centre, Mitchell Street, Dundee, DD2 2LJ.

Please contact John Crerar, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3BJ (Tel: (01382) 221881) (email: john.crerar@tayroadbridge.co.uk) if you would like a copy of this document in large print, Braille, audiotape or in any other language.

The information referred to in this Publication Scheme will be available in a variety of formats, including books, reports, electronic documents, leaflets and inspection upon appointment. If the information is not sent to you, the Bridge Board will let you know how, when and where you can view it.

Paper copies of the Publication Scheme will be made available at Dundee City Council offices and at all Dundee City Council Libraries and Community Centres. If you cannot find an item of information or need assistance, we will do our best to help.

10. CHARGES FOR INFORMATION

There will be no charge for examining any Publication Scheme information contained on the website.

There will be a charge if copies of printed material are required. You will be told about any photocopying charges at the time of your request. Generally the charge will be 10p per sheet.

The cover price will be charged for any publications produced by the Bridge Board for sale. Charges will be kept under review and there is no intention to charge for material that has previously been available free.

11. YOUR COMMENTS, SUGGESTIONS & VIEWS MATTER TO US

If you have any comments, suggestion or views in connection with this Publication Scheme please forward them to John Crerar, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3BJ (Tel: (01382) 221881) (email: john.crerar@tayroadbridge.co.uk).

For instance: -

- What did you like and dislike about this Publication Scheme?
- How can this Publication Scheme be made more citizen-focused?
- What else would you like to see in this Publication Scheme?
- Did you find the information you wanted easily and were the members of staff helpful?
- Do you have any suggestions on how to make the Bridge Board more open and transparent in the provision of information?

12. HOW TO COMPLAIN

Unfortunately, sometimes things do go wrong. Any complaints regarding the Publication Scheme should be directed to John Crerar, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3BJ (Tel: (01382) 221881) (email: john.crerar@tayroadbridge.co.uk).

If we are unable to resolve any complaint, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below. From 1 January 2005, when FOISA with its general right of access comes into force, there will be a formal appeals procedure when information is withheld.

Further details on this will be available on the Commissioner's website at www.itspublicknowledge.info before this date.

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

e-mail: enquiries@itspublicknowledge.info

13. INDEX

The information contained in this Scheme is set out alphabetically and with page numbers below.

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14. THE PUBLICATION SCHEME IN DETAIL

New material in each of the identified Classes of information will be added to from time to time. Superseded material will be replaced.

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
INTRODUCTION TO THE TAY ROAD BRIDGE JOINT BOARD			
A1. Constitutional Information	1. Standing Orders of the Bridge Board and Schemes of Administration	<ul style="list-style-type: none"> Standing Orders, Financial Regulations and Tender Procedures 	N Anne Singleton/Veronica Thomson 21 City Square DUNDEE (01382) 434816 anne.singleton/veronica.thomson@dundeecity.gov.uk
	2. Bridge Board composition	<ul style="list-style-type: none"> Names of members of the Bridge Board and contact details Names of Chief Officers and contact details 	N Anne Singleton/Veronica Thomson 21 City Square DUNDEE (01382) 434816 anne.singleton/veronica.thomson@dundeecity.gov.uk

	3. Bridge Board meetings schedules	<ul style="list-style-type: none"> Dates, times and locations of meetings 	<p>N Anne Singleton/Veronica Thomson 21 City Square DUNDEE (01382) 434816 anne.singleton/veronica.thomson@dundeecity.gov.uk</p>
A2. General Information	1. Code of Conduct for Employees	<ul style="list-style-type: none"> National Code of Conduct for Local Government Employees in Scotland 	<p>Available online July 2004 John Crerar Bridge Office Marine Parade DUNDEE (01382) 221881 john.crerar@tayroadbridge.co.uk</p>
	2. Complaints Procedures	<ul style="list-style-type: none"> How to make a complaint about the Bridge Board 	<p>Available online July 2004 John Crerar Bridge Office Marine Parade DUNDEE (01382) 221881 john.crerar@tayroadbridge.co.uk</p>
	3. Disciplinary Procedures	<ul style="list-style-type: none"> Procedure for dealing with breaches of discipline and substandard work performance 	<p>Available online July 2004 John Crerar Bridge Office Marine Parade DUNDEE (01382) 221881</p>

			john.crerar@tayroadbridge .co.uk
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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
	4. Equality issues	<ul style="list-style-type: none"> Equality policies in service delivery and employment generally including race, gender and disability 	Available online July 2004 John Crerar Bridge Office Marine Parade DUNDEE (01382) 221881 john.crerar@tayroadbridge.co.uk
	5. Health and Safety Policy	<ul style="list-style-type: none"> General statement of safety policy 	Available online July 2004 John Crerar Bridge Office Marine Parade DUNDEE (01382) 221881 john.crerar@tayroadbridge.co.uk
	6. Job vacancies for work with the Bridge Board	<ul style="list-style-type: none"> Details of job vacancies 	Available online July 2004 John Crerar Bridge Office Marine Parade DUNDEE (01382) 221881 john.crerar@tayroadbridge.co.uk
	7. Recruitment Policy	<ul style="list-style-type: none"> Policy on Recruitment 	Available online July 2004 John Crerar

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AREAS OF INTEREST	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
			Bridge Office Marine Parade DUNDEE (01382) 221881 john.crerar@tayroadbridge.co.uk
A3. Councillors	Members Declarations of Interest	<ul style="list-style-type: none"> Registered Declarations of Interest Forms 	N Anne Singleton/Veronica Thomson 21 City Square DUNDEE (01382) 434816 anne.singleton/veronica.thomson@dundeecity.gov.uk
A4. Bridge Board	Bridge Board Decisions	<ul style="list-style-type: none"> Agendas, Reports and Decisions of each meeting 	N Anne Singleton/Veronica Thomson 21 City Square DUNDEE (01382) 434816 anne.singleton/veronica.thomson@dundeecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST 4	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
A5. Finance	1. Accounts	<ul style="list-style-type: none"> Bridge Board's audited and unaudited Statement of Accounts 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dundeecity.gov.uk
	2. Audit	<ul style="list-style-type: none"> Auditor's Reports to the Board 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dundeecity.gov.uk
	3. Budgets	<ul style="list-style-type: none"> Revenue Budget Capital Plans 	N David Dorward Floor 4 Tayside House DUNDEE (01382) 433359 david.dorward@dundeecity.gov.uk

HELPING CITIZENS TO FIND THE INFORMATION THEY NEED			FORMAT
AREAS OF INTEREST 4	"CLASSES" OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N) CONTACT DETAILS FOR HARD COPIES
B. TOLLS	Information on Tolls	<ul style="list-style-type: none"> Toll Charges and How to Pay 	Y John Crerar Bridge Office Marine Parade DUNDEE (01382) 221881 john.crerar@tayroadbridge.co.uk