TAY ROAD BRIDGE JOINT BOARD

MONDAY, 16TH JUNE, 2014 AT 10.00 AM

COMMITTEE ROOM 3, 14 CITY SQUARE, DUNDEE

AGENDA OF BUSINESS

Prior to the commencement of business, the Chairman will present prizes to Jamie Roberts and Daniel Hosie of Pitlochry High School whose team were winners of the West Point Bridge Design Competition sponsored by the Tay Road Bridge Joint Board. The Chairman will also present prizes to the second placed team of Cavan Reed-O'Connor and John Cowan, also of Pitlochry High School.

1 APPOINTMENT OF BRIDGE MANAGER

It is reported that Mr Alan Hutchison has been appointed as Bridge Manager, and took up his post on 5th May, 2014.

2 MINUTE OF MEETING OF TAY ROAD BRIDGE JOINT BOARD - 3RD MARCH, 2014 (page no 5)

(Copy enclosed).

3 MINUTE OF MEETING OF PERSONNEL APPOINTMENTS SUB-COMMITTEE OF TAY ROAD BRIDGE JOINT BOARD OF 17TH APRIL, 2014 (page no 7)

(Copy enclosed).

4 ENGINEERING WORKS (page no 9)

(Report No TRB8-2014 enclosed).

5 OPERATIONAL RESTRICTIONS AND CLOSURES (page no 13)

(Report No TRB13-2014 enclosed).

6 2014/2015 INSURANCE PROGRAMME (page no 17)

(Report No TRB9-2014 enclosed).

7 UNAUDITED ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2014

(a) TREASURER'S REPORT ON THE UNAUDITED STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2014 (page no 21)

(Report No TRB11-2014 enclosed).

(b) UNAUDITED STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2014 (page no 25)

(Copy enclosed).

8 EXTERNAL AUDIT - ANNUAL AUDIT PLAN 2013/2014 (page no 75)

(Report No TRB10-2014 enclosed).

9 INTERNAL AUDITOR'S ANNUAL REPORT

(a) INTERNAL AUDITOR'S ANNUAL REPORTS 2014/02 TO 2014/09 (page no 95)

(Copies enclosed).

(b) RESPONSE TO INTERNAL AUDITOR'S ANNUAL REPORT TO MEMBERS (page no 199)

(Report No TRB14-2014 enclosed).

10 DATE OF NEXT MEETING

Monday, 15th September, 2014 at 10.00 am in Committee Room 3, 14 City Square, Dundee.

ITEM No: 2

At a MEETING of the **TAY ROAD BRIDGE JOINT BOARD** held at Dundee on 3rd March, 2014.

Present:-

Councillors Margaret TAYLOR, Jimmy BLACK, Bill CAMPBELL, Jim YOUNG, Andy HEER, Bill CONNOR and Will DAWSON.

Councillor Margaret TAYLOR, in the Chair.

I RESIGNATION OF BRIDGE MANAGER

It was reported that the Bridge Manager had intimated his resignation with effect from 18th May 2014.

The Board noted that the Clerk, Treasurer and Engineer to the Board were making arrangements to fill the post, and agreed that an Appointments Sub-Committee, comprising of the Chair, Vice Chair and Councillor Andy Heer, be set up, with full delegated powers to make an appointment, and to report back to the next meeting of the Board on 16th June 2014 for information.

The Board expressed their appreciation of the Bridge Manager's work over the last six years and wished him all the best in his new position.

II MINUTE OF MEETING OF 16TH DECEMBER, 2013

The minute of the above meeting was submitted and approved.

III ENGINEERING WORKS

There was submitted Report No TRB5-2014 by the Engineer advising the Joint Board of the current situation regarding engineering works on the bridge.

The Joint Board noted the position on current progress on various projects.

IV OPERATIONAL RESTRICTIONS AND CLOSURES

There was submitted Report No TRB3-2014 by the Bridge Manager advising the Joint Board of the number and nature of operational restrictions and closures applied between 1st November 2013 and 31st January 2014.

The Joint Board noted the report.

V REVENUE MONITORING - TEN MONTHS TO 31ST JANUARY 2014

There was submitted Report No TRB1-2014 advising the Board of the current monitoring position of its 2013/2014 Revenue Budget.

The Joint Board noted the content of the Revenue Monitoring Report as at 31st January 2014.

VI CAPITAL MONITORING - TEN MONTHS TO 31ST JANUARY 2014

There was submitted Report No TRB2-2014 advising the Joint Board of the current monitoring position of its 2013/2014 Capital Budget.

The Joint Board noted the content of the Capital Monitoring Report as at 31st January 2014.

VII ANNUAL HEALTH AND SAFETY REPORT

There was submitted Report No TRB4-2014 by the Bridge Manager advising the Joint Board of performance relating to Health and Safety in 2013.

The Joint Board agreed to note the outcomes of the report and to the findings of the review as detailed in the report.

VIII DATE OF NEXT MEETING

Monday 16th June 2014 at 10am in Dundee.

At a MEETING of the **PERSONNEL APPOINTMENTS SUB-COMMITTEE** of the **TAY ROAD BRIDGE JOINT BOARD** held at Dundee on 17th April, 2014.

Present:-

COUNCILLORS

Maggie TAYLOR	Jimmy BLACK	Andy HEER

Councillor Maggie TAYLOR, in the Chair.

Unless marked thus * all items stand delegated.

The Sub-Committee resolved under Section 50(A)(4) of the Local Government (Scotland) Act 1973 that the press and public be excluded from the meeting for the undernoted item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 7A of the Act.

I APPOINTMENT OF BRIDGE MANAGER

The Sub-Committee resolved that the grade for the post should be CO17. Thereafter, there were submitted copies of the applications received and the Sub-Committee interviewed the candidates. Following an exchange of views and after hearing the officers, the Sub-Committee unanimously agreed to offer the post to Mr Alan Hutchison.

Maggie TAYLOR, Convener.

ITEM No: 4

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 16 JUNE 2014

REPORT ON: ENGINEERING WORKS

REPORT BY: ENGINEER TO THE BOARD

REPORT NO: TRB 8-2014

1 PURPOSE OF REPORT

1.1 To advise the Joint Board on the current situation regarding Engineering works on the bridge.

2 RECOMMENDATIONS

2.1 It is recommended that the Joint Board

i) note the position on current progress.

ii) authorise the acceptance of the tender of £315,098.56 from Tayside Contracts for bridge deck surfacing maintenance repair works.

iii) note the required overall expenditure of £350,000.00 including allowances of £34,901.44 for professional fees and contingencies.

3 FINANCIAL IMPLICATIONS

3.1 The Treasurer advises that the overall project costs of £350,000 can be met from allowances within the capital budget for 2014/15.

4 SUSTAINABILITY POLICY IMPLICATIONS

4.1 There are no Sustainability Policy implications of relevance to this report.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 There are no equal opportunities implications of relevance to this report.

6 IMPLICATIONS TO BRIDGE USERS

6.1 There are no major implications for bridge users arising from this report. To minimise inconvenience to Bridge users, the works will be carried out over three consecutive weekends (Friday 7.30pm to Monday 6.00am) using a contraflow system.

7 BACKGROUND

7.1 Carriageway Resurfacing/Replacement of Expansion Joints

Reference is made to Article III of the Tay Road Bridge Joint Board meeting of 3 March 2014 where it was agreed that:

- holding maintenance works are carried out in the immediate term and that, subject to ongoing monitoring, major resurfacing and expansion joint replacement works are provisionally programmed to be carried out in 2019/20 and 2020/21.

- maintenance repair works are carried out to the carriageway and expansion joints in summer 2014 to ensure an extended life to 2019/21 and that allowances of £50,000 per annum are made in the interim for further holding repairs until major works are implemented.

- Tayside Contracts through the Dundee Roads Maintenance Partnership are asked to price the required repair works directly and for the offer to be considered at the June 2014 Board meeting.

The Dundee Roads Maintenance Partnership subsequently carried out a detailed survey of the bridge deck surfacing and in liaison with the Engineer to the Board and Bridge Manager, proposed a programme for repairs.

To minimise inconvenience to Bridge users, the works will be carried out over three consecutive weekends (Friday 7.30pm to Monday 6.00am) using a contraflow system whereby one carriageway is closed to enable works to be carried out unhindered. This will require advance works to be carried out at the Fife Roundabout which can then be used in future works requiring contraflow.

The works are currently programmed to take place starting 15 August 2014 to avoid the Commonwealth Games and the St Andrews Golf Homecoming Event.

An offer of £315,098.56 has been received from Tayside Contracts to carry out the works as detailed above. This offer has been checked and is considered as competitive and as such it is recommended that the offer be accepted. Allowances of £34,901.44 for professional fees and contingencies requires to be added

The Treasurer advises that the overall project costs of £350,000.00 can be met from allowances within the capital budget for 2014/15.

7.2 North Approach Viaduct Remedial Works

These works have now been completed.

7.3 Dundee Waterfront - Removal and Reconstruction of Bridge Ramps

These works have now been completed and the ramps opened fully to traffic on 16 May 2014.

As this completes the required works to the Tay Road Bridge as part of the Waterfront project and the impact of the next stage of the Waterfront works on the Tay Road Bridge is limited, reports will only be brought to the Board as and when appropriate.

8 CONSULTATIONS

8.1 The Clerk, Treasurer and Bridge Manager have been consulted in the preparation of this report and are in agreement with the contents.

9 BACKGROUND PAPERS

9.1 None.

Fergus Wilson
Engineer to the Board

FW/EH

Dundee City Council
Dundee House
Dundee

3 June 2014

ITEM No: 5

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 16 June 2014

REPORT ON: REPORT ON OPERATIONAL RESTRICTIONS AND CLOSURES

REPORT BY: THE BRIDGE MANAGER

REPORT NO: TRB13- 2014

1 PURPOSE OF REPORT

1.1 To appraise the Joint Board of the number and nature of operational restrictions and closures applied between 1 February 2014 and 30 April 2014.

2 RECOMMENDATIONS

The Board are asked to note the contents of this Report as at 30 April 2014.

3 FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

4 POLICY IMPLICATIONS

4.1 None.

5. COMMENTARY ON RESTRICTIONS AND CLOSURES

5.1 Restrictions are applied to the traffic on the bridge for a number of reasons including recovering debris, breakdowns, high winds and other operational requirements.

A summary of the restrictions applied between 1 February 2014 and 30 April 2014 is given over:-

5.1.1 **Single Carriageway Closure**

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational	121	41	3
Breakdown	153	9	17
Misc. Incidents	443	57	8
Road works TRBJB	0	0	0
Road works External Contractor	0	0	0

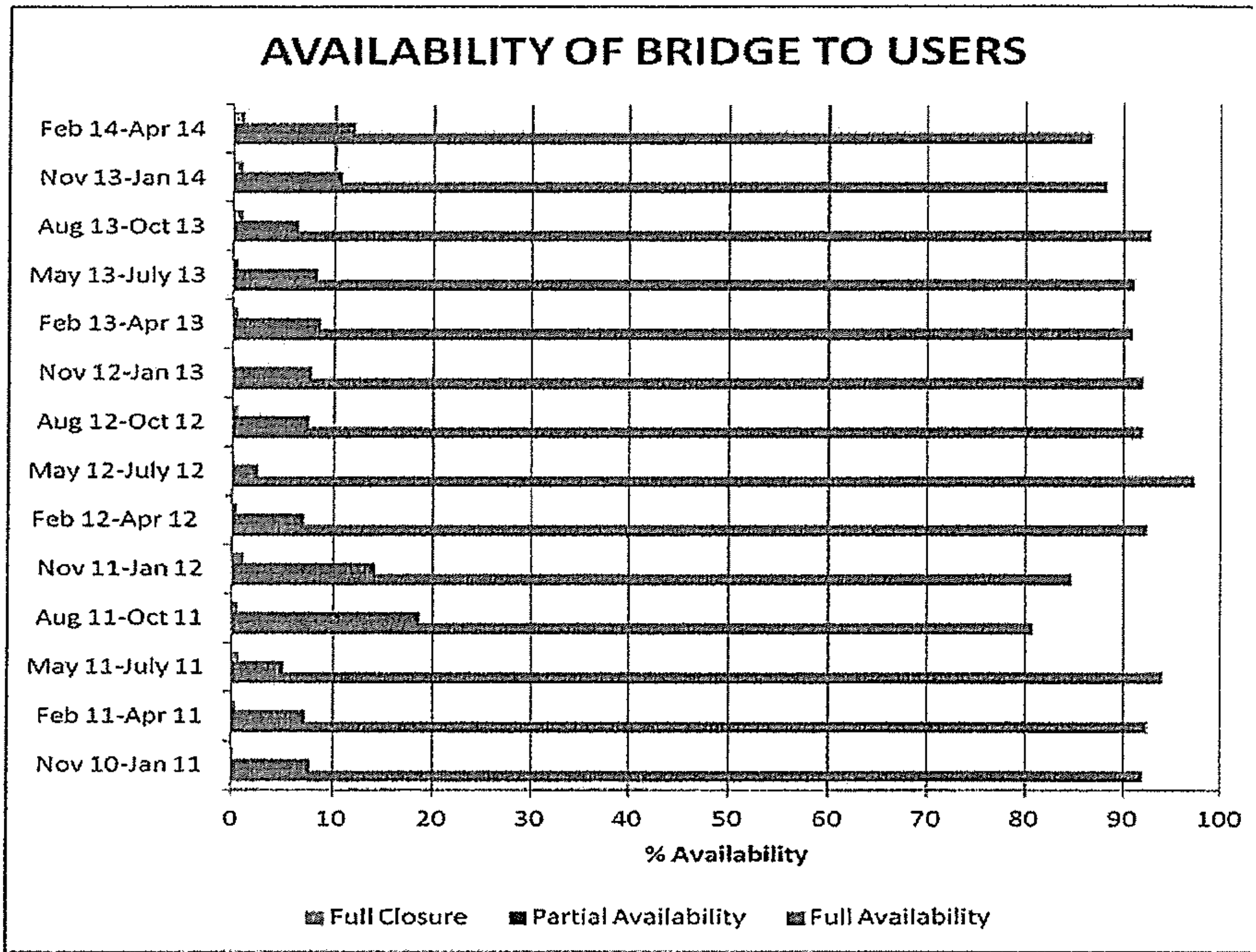
5.1.2 **Full Bridge Closure**

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational (Night Closures)	1322	7	189
Police Incidents	38	2	19
Wind	0	0	0

5.1.3 High Winds/Weather Restrictions

Traffic restricted	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Double Deck Buses	13140	35	375
High Sided	1700	10	170
All traffic	0	0	0

5.1.4 Availability of Bridge



	Feb 13-Apr 13	May 13-July 13	Aug 13-Oct 13	Nov 13-Jan 14	Feb 14-Apr 14
Full Availability	90.9	91.1	92.8	88.3	86.8
Partial Availability	8.7	8.4	6.4	10.8	12.14
Full Closure	0.4	0.5	0.8	0.9	1.06

Figure 1 – Comparison of Availability of Bridge to Users

Full availability of the bridge has decreased by 1.5% compared with the last quarter. This has been due to additional operational night closures. Partial availability has also decreased by 1.34% due to increased short term closures.

5.1.5 Summary of Bridge availability 1 February to 30 April 2014

Full availability (No restrictions)	86.8 %
Partial Availability (Some restrictions)	12.14 %
No Availability (Full Closure)	1.06 %

6 CONSULTATIONS

6.1 The Treasurer, Clerk and Engineer to the Board have been consulted in the preparation of this report and are in agreement with the content.

7 BACKGROUND PAPERS

7.1 None

ALAN HUTCHISON
BRIDGE MANAGER
21 MAY 2014

REPORT TO: TAY ROAD BRIDGE JOINT BOARD - 16 JUNE 2014

REPORT ON: 2014/2015 INSURANCE PROGRAMME

REPORT BY: TREASURER

REPORT NO: TRB 9-2014

1 PURPOSE OF REPORT

This report provides an overview of the insurance arrangements for the financial year 2014/2015.

2 RECOMMENDATIONS

It is recommended that the Board notes the details contained within this report.

3 FINANCIAL IMPLICATIONS

The financial implications of the 2014/2015 insurance programme, as detailed in Appendix A, are that the covers have been negotiated within the provision contained in the approved 2014/2015 Revenue Budget.

4 MAIN TEXT

All policies are negotiated by Dundee City Council's Risk and Business Continuity Manager under the Service Level Agreement with the Corporate Services (Finance) Department. All policies are arranged through the insurance brokers Marsh with the exception of Directors & Officers and Death in Service policies which are arranged directly with the insurers.

4.1 <u>Property / Material Damage / Business Interruption:</u>
Covers property damage to the bridge assets, buildings and contents, and increased cost of working following insured damage. The first loss limit for damage to the bridge is £13m.

4.2 <u>Combined Liability Policies:</u>
These policies cover the Board's legal liabilities to its employees and to members of the public.

4.3 <u>Directors & Officers:</u>
This policy is a traditional liability policy covering the individual and collective legal liabilities of Board Members and officers.

4.4 <u>Fidelity Guarantee:</u>
This policy relates to fraud / misappropriation of materials by Board employees.

4.5 <u>Personal Accident:</u>
This policy covers personal accident and travel exposures. Variable injury benefits cover lump sum payments for death, permanent disablement, and permanent disfigurement. The travel insurance is applicable for any travel undertaken primarily for business purposes and includes cover for medical expenses, personal belongings, business equipment, cash, travel documents, travel disruption, and personal liability.

4.6 Hired in Plant:
This policy responds to loss of or damage to small plant hired in by the Board.

4.7 Engineering Combined:
The principal cover afforded by this policy relates to inspection of gantries, associated infrastructure and other owned plant in compliance with statutory requirements.

The premiums increased in 2012/2013. This was due to the fact that prior to the recent modifications to the runway beam and the gantries the insurers were satisfied that an annual inspection was sufficient. However, following the modification work the insurers considered it necessary to undertake six monthly inspections in accordance with Lifting Operations and Lifting Equipment Regulations (LOLER) until such time that they are confident that the inspection frequency can revert to being carried out annually. This resulted in increased visits to site from insurance inspectors and subsequent increased premiums.
The inspectors are now satisfied that annual inspections are again sufficient and therefore the premium reduced in 2013/2014 and has continued to reduce for 2014/2015.

4.8 Motor Fleet:
Covers any employee of the Board for vehicles that are the property of the Bridge Board and any that are on hire, loaned or leased to the Board. An excess of £100 is applicable on each claim.

4.9 Marine:
Provides cover for damage to Board owned vessels and any liabilities resulting from their use.

4.10 Death in Service:
Provides additional life cover to employees over and above that provided by the Local Government Pension Scheme (LGPS). At present this is a contractual benefit for all current employees who were in post at 31 December 2011 but was closed to new employees after 31 December 2011 (see Report TRB26-2011 at Board Meeting on 12 December 2011). This will result in a gradual reduction in premiums as the number of employees covered reduces over time.

5 SUSTAINABILITY POLICY IMPLICATIONS

None.

6 EQUAL OPPORTUNITIES IMPLICATIONS

None.

7 BACKGROUND

There are no significant insurance renewal issues to report on for the Board. All covers have been renewed with existing Insurers.

MARJORY M STEWART
TREASURER **3 JUNE 2014**

APPENDIX A

TAY ROAD BRIDGE JOINT BOARD

PREMIUM SUMMARY 2014/2015

CLASS	2010/11 £	2011/12 £	2012/13 £	2013/14 £	2014/15 £
Property	65,723	65,811	65,992	54,060	54,060
Combined Liability	17,591	17,864	18,804	16,960	17,120
Excess Public Liability	3,969	4,007	4,007	4,007	4,007
Directors & Officers	1,620	1,357	1,357	1,357	1,357
Fidelity	800	848	869	869	901
Personal Accident	983	993	943	943	943
Hired in Plant	812	819	819	819	819
Engineering Combined	6,328	5,386	15,166	13,148	12,621
Motor Fleet	3,605	3,896	3,628	3,700	3,940
Marine	7,500	7,500	7,078	10,000	10,407
Death in Service	4,335	4,335	4,346	4,305	4,305
TOTAL	113,266	112,816	123,009	110,168	110,480

Premiums include HM Government's Insurance Premium Tax (6% from 2011, previously 5%).

REPORT TO: TAY ROAD BRIDGE JOINT BOARD - 16 JUNE 2014

REPORT ON: UNAUDITED STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014

REPORT BY: TREASURER

ITEM No: 7(a)

REPORT NO: TRB 11-2014

1 PURPOSE OF REPORT

To provide some additional commentary on the unaudited Statement of Accounts for the year ended 31 March 2014 which is being submitted to the Tay Road Bridge Joint Board along with this report.

2 RECOMMENDATIONS

It is recommended that the Board:

i notes the contents of this covering report;

ii notes the unaudited Statement of Accounts which has been submitted along with report;

iii instructs the Treasurer to submit this Statement of Accounts to the Controller of Audit, Accounts Commission for Scotland; and

iv notes that the key assumptions underpinning the independent actuaries calculation of the Board's IAS 19 liability have been reviewed and accepted by Dundee City Council as administering authority for the Pension Fund.

3 FINANCIAL IMPLICATIONS

The Board's 2013/2014 Movement in Reserves Statement shows that there was a break-even position during the year. This gives a total General Reserve Balance of £1,160,591 as at 31 March 2014.

4 BACKGROUND

4.1 The relevant statutory provisions regarding the preparation of the Board's Accounts are contained in the Local Authority Accounts (Scotland) Regulations 1985, as amended by the Local Authority Accounts (Scotland) Amendment Regulations 1997. Section 4 of these regulations requires that "... all the accounts of the local authority are made up and balanced as soon as practicable after the year end of each financial year and that sufficient copies of an abstract of the said accounts for each financial year are prepared ... and submitted to the authority and the Controller of Audit not later than 30 June in the next financial year...".

4.2 As in previous years the Statement of Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting (the Code). There are no significant changes included within the 2013/2014 Code, that impact upon the Board's Accounts.

4.3 The Statement of Accounts already includes a detailed commentary on the figures contained therein and it is not intended to repeat this in this covering report. It is however, worth reiterating a few of the more salient points.

4.4 During the financial year the Board received quarterly revenue monitoring reports to keep the members fully appraised as to actual spend-to-date and the projected revenue outturn position. The Board's 2013/2014 Movement in Reserves Statement shows that there was a balanced budget during the year. The main variances were as follows:

	£000
Staff Costs underspend	(18)
Property Costs underspend	(14)
Supplies and Services underspend	(114)
Third Party Payments underspend	(48)
Non-Specific Grant Income unapplied	201
Other minor budget heads underspend	(7)
TOTAL	-

Further details of the other areas of under and overspend together with reasons for these variances are included on page 8 of the Statement of Accounts. The overall effect of the above resulted in a closing General Reserve Balance of £1,160,591 as at 31 March 2014.

4.5 On 10 December 2012, the Board approved a 2013/2014 Capital Expenditure Programme (Report TRB 28-2012) for various works on the bridge and other miscellaneous capital purchases totalling £740,000 which would be funded by capital grant from the Scottish Government. The Board received quarterly capital monitoring reports to keep members fully appraised as to the actual spend-to-date and the projected capital expenditure outturn position. The last projected outturn on the capital programme of £458,000 was reported to the Board on 3 March 2014, (report TRB 2-2014 refers).

During the financial year 2013/2014, the Board incurred capital expenditure of £356,000, i.e. an underspend of £384,000 against the approved capital budget. The variance against the original budget relates to slippage from 2012/2013 of £505,000, offset by net budget savings during the year of £662,000 and slippage into 2014/2015 of £227,000. In effect, the £227,000 underspends that have occurred due to slippage against the Capital Budget will flow through and cause equivalent overspends in the current year's Capital Budget (i.e. in 2014/2015). It should be noted that unspent capital grant will be carried forward to 2014/2015 to offset any additional expenditure.

4.6 Copies of the enclosed Accounts will now be sent to the Controller of Audit at the Accounts Commission for Scotland. He will then instruct the Board's appointed external auditor (Mr David Watt, Engagement Director, KPMG) to commence his audit of the Accounts. The outcome of the audit will be reported back to the Board in due course.

5 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environment Assessment, Anti-Poverty and Equality Impact Assessment and Risk Management. There are no major issues identified.

6 CONSULTATIONS

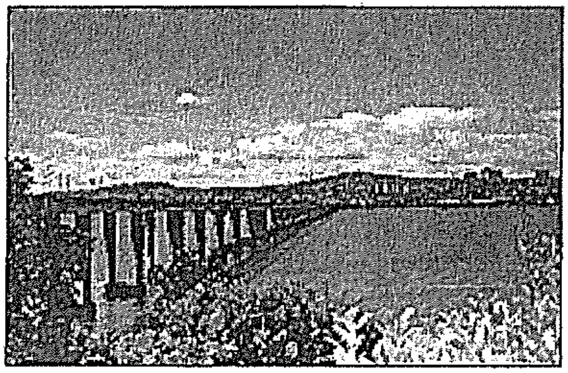
The Bridge Manager and Clerk to the Board have been consulted on the content of this report and are in agreement with the contents.

7 BACKGROUND PAPERS

None.

MARJORY M STEWART
TREASURER **5 JUNE 2014**

ITEM No: 7(b)



TAY ROAD BRIDGE JOINT BOARD

STATEMENT OF ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014

UNAUDITED

JUNE 2014

TAY ROAD BRIDGE JOINT BOARD

STATEMENT OF ACCOUNTS 2013/2014

CONTENTS

TAY ROAD BRIDGE JOINT BOARD

MEMBERS AND OFFICIALS

The Board comprises 12 elected members who are appointed by the three constituent local authorities to serve on the Board. Dundee City Council nominates 6 members, Angus Council have 1 member and Fife Council nominate the remaining 5 members. Following the Scottish Local Government Elections that were held in May 2013 it was agreed by the Board that Dundee City Council would continue to act as lead authority to the Board, and consequently, the Council are required to appoint officers to serve as officials of the Board. At the end of financial year 2013/2014, the Members and Officials of the Board were:

Representing Dundee City Council

Councillor Jimmy Black (Vice Chair)
Councillor Will Dawson
Councillor Ken Lynn
Councillor Bill Campbell
Councillor Tom Ferguson
Councillor Fraser Macpherson

Representing Angus Council

Councillor Sheila Hands

Representing Fife Council

Councillor Margaret Taylor (Chair)
Councillor Jim Young
Councillor Brian Thomson
Councillor Bill Connor
Councillor Andy Heer

Bridge Manager

Mr Iain MacKinnon BSc, CEng, MICE (From 5th May 2014: Mr Alan Hutchison BEng (Hons), MSc, CEng, MICE)

Engineer

Mr Fergus Wilson BSc, MBA, CEng, MICE, MCIHT, MAPS, Dundee City Council

Clerk

Mr Roger Mennie LLB (Hons), DipLP, Dundee City Council

Treasurer

Mrs Marjory M Stewart FCCA, CPFA, Dundee City Council

Contact details:
Tay Road Bridge Joint Board website: www.tayroadbridge.co.uk

Bridge Manager	Engineer	Clerk	Treasurer
Bridge Office Marine Parade Dundee 01382-221881 iain.mackinnon@tayroad bridge.co.uk alan.hutchison@tayroad bridge.co.uk	c/o Dundee City Council City Development Dept 50 North Lindsay Street Dundee 01382-433711 fergus.wilson@ dundeecity.gov.uk	c/o Dundee City Council Corporate Services Dept 21 City Square Dundee 01382-434202 roger.mennie@ dundeecity.gov.uk	c/o Dundee City Council Corporate Services Dept 50 North Lindsay Street Dundee 01382-433555 marjory.stewart@ dundeecity.gov.uk

TAY ROAD BRIDGE JOINT BOARD

BRIDGE MANAGER'S REPORT

Organisational Changes

Councillor David Bowes, resigned from his position of Chair and Member of the Board in March 2013 and a new Chair, Councillor Margaret Taylor was elected Chair of the Tay Road Bridge Joint Board at the Board Meeting of June 2013. Councillor Jimmy Black was elected to the position of Vice Chair at the same meeting.

In February 2014 the Bridge Manager tendered his resignation from his position with the Board and at the Board Meeting on 3 March 2014 an Appointments Sub Committee was formed to deal with the recruitment of his successor.

Management Arrangements with Scottish Government

During this period, the main point of contact with the Scottish Government continued to be the Trunk Road and Bus Operations Team of Transport Scotland. Meetings have been held on a regular basis between Board Officers and officers from the Trunk Road and Bus Operations Team to discuss financial matters etc.

Contracts

Pier Collision Protection Works

The Pier Collision Protection Works which were completed in 2012 were entered into two separate construction awards competitions – the British Construction Industry Awards (BCIA) and the Saltire Society Awards.

The scheme was shortlisted for the BCIA but unfortunately did not receive any award in the four categories considered. However the scheme received a Commendation from the Saltire Society at the awards ceremony held in Edinburgh in October 2013.

Dundee Central Waterfront Development

Contract 3 for the demolition and reconstruction of the remaining ramps was undertaken by Sir Robert McAlpine with completion originally scheduled for autumn 2013, however due to delays the works were rescheduled for completion in early 2014/2015.

In general the works provided few operational difficulties or delays to the travelling public.

SESTRAN Park & Ride Proposal

Approval has been given by the Board for the sale of the land at the Fife Landfall to SESTRAN at a value determined by the District Valuer.

Traffic

Due to the on-going work to reconfigure the bridge approach spans as part of the Dundee City Waterfront Development there have been prolonged periods where the traffic counters have been unavailable for use therefore there has been insufficient data collected to provide meaningful comparison of traffic flows. On completion of the reconfiguration of the bridge approaches the traffic counters will be reinstated and full traffic figures collected for future reports.

One or both lanes on the bridge were closed on a number of occasions over the past twelve months. The table below summarises the reasons and number of occurrences:-

Wind speed > 80mph Closed to all Vehicles	**Wind speed > 60mph** Cars Only	**Wind speed > 45mph** No Double Deck buses	**Works Full Closures**	**Breakdowns and Minor Accidents**	**Operational closures Debris collection etc**
3	23	87	15	78	870

Over the period there had been 3 full closures due to winds exceeding 80mph and the number of wind related restrictions had increased over this time compared to 2012/2013.

Also there were 15 full closures between 01:00 to 04:00 to undertake investigation works and resurfacing/patching works on the carriageway.

Traffic restrictions were put in place on the evening of 15th September 2013 to facilitate filming of the BBC series Silent Witness.

Staffing Issues

Staff Establishment

There has been no change to the number of permanent posts within the staff establishment which stands as follows:-

Administration	5
Operational	15
Maintenance	14
Cleaner (P/T)	1
Total	35

Iain Mackinnon
Bridge Manager
Tay Road Bridge Joint Board
1 May 2014

TAY ROAD BRIDGE JOINT BOARD

TREASURER'S REPORT

Introduction
This report is intended as a commentary on the Tay Road Bridge Joint Board's financial position, as presented within the Statement of Accounts for the financial year 2013/2014.

Annual Governance Statement (see page 10)
This statement sets out the Board's Corporate Governance arrangements, explaining how the Board conducts its business, both internally and in its dealings with others. The main components of the system are listed, together with any significant weaknesses that have been identified and the remedial action taken.

Annual Remuneration Report (see page 12)
This statement sets out the remuneration and accrued pension benefits of the senior employee of the Board and the policy context, in accordance with Scottish Government regulations.

Statement of Responsibilities for the Statement of Accounts (see page 15)
This statement sets out the main financial responsibilities of the Board and the Treasurer.

The Accounting Statements (see pages 16 to 47)

Movement in Reserves Statement:
This statement shows the movement in the year on the different reserves held by the Board, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure) and 'unusable reserves'.

Comprehensive Income & Expenditure Account:
This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

Balance Sheet:
Shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Board.

Cash Flow Statement:
Shows the changes in cash and cash equivalents of the Board during the reporting period.

Notes to the Financial Statements:
These are intended to give the reader further information which is not separately detailed in the financial statements. They also include the Accounting Policies which set out the basis upon which the financial statements have been prepared and explain the accounting treatment of both general and specific items.

Revenue Expenditure
The Tay Road Bridge Joint Board, at its meeting on 10 December 2012, approved the 2013/2014 Revenue Budget. The final budget showed a break-even position. The projected General Reserve balance as at 31 March 2014 would be £1,160,591.

The Board received quarterly Revenue Monitoring reports during 2013/2014 in order to keep the members fully appraised as to the projected revenue outturn position.

The following table reconciles the Revenue Budget approved by the Board on 10 December 2012 (as adjusted) to the revised budget figures that are included in the Comprehensive Income and Expenditure Statement shown on page 17. The actual outturn for 2013/2014 was a net overspend against budget of £9,000 before the application of accounting adjustments and the detailed variance analysis is set out on page 8.

	Approved Budget £000	Corp & Democratic Core Re-allocation £000	Net Depreciation & Impairment Allocation £000	Re-allocate Investment Property Inc & Exp £000	Employee Benefits Adjustment £000	Net (Gain) or Loss on Disposal of Assets £000	Recog-nised Capital Grant £000	IAS 19 Adjs £000	Revised Budget £000	Actual Expend/ (Income) £000	Over / (Under) Spend £000
Staff Costs	1,113	-	-	-	(4)	-	-	84	1,193	1,175	(18)
Property Costs	69	-	-	(5)	-	-	-	-	64	50	(14)
Supplies and Services	356	(16)	-	-	-	-	-	-	340	226	(114)
Transport Costs	42	-	-	-	-	-	-	-	42	43	1
Third Party Payments	141	(10)	-	-	-	-	-	-	131	83	(48)
Depreciation & Impairment	-	-	1,787	-	-	-	-	-	1,787	1,787	-
Corporate & Democratic Core	-	26	-	-	-	-	-	-	26	30	4
Cost of Expenditure	1,721	-	1,787	(5)	(4)	-	-	84	3,583	3,394	(189)
Other Operating Income & Expenditure	(10)	-	-	10	-	199	-	-	199	199	-
Financing & Investment Income & Expenditure	(11)	-	-	(5)	-	-	-	91	75	72	(3)
Non-Specific Grant Income	(1,700)	-	-	-	-	-	(3,010)	-	(4,710)	(4,509)	201
(Surplus) / Deficit on Provision of Service	-	-	1,787	-	(4)	199	(3,010)	175	(853)	(844)	9
(Surplus) / Deficit on Revaluation of Fixed Assets	-	-	-	-	-	-	-	-	-	-	-
Actuarial Gains / Losses on Pension Assets / Liabilities	-	-	-	-	-	-	-	(170)	(170)	(170)	-
Total Comprehensive Income & Expenditure	-	-	1,787	-	(4)	199	(3,010)	5	(1,023)	(1,014)	9
IAS 19 Adjustments	-	-	-	-	-	-	-	(5)	(5)	(14)	(9)
Other IFRS Code Accounting Adjustments	-	-	(1,787)	-	4	(199)	3,010	-	1,028	1,028	-
Total (Surplus)/ Deficit	-	-	-	-	-	-	-	-	-	-	-
General Reserve Balance b/fwd	(1,161)	-	-	-	-	-	-	-	(1,161)	(1,161)	-
General Reserve Balance c/fwd	(1,161)	-	-	-	-	-	-	-	(1,161)	(1,161)	-

Staff Costs (Underspend £18,000)
Mainly reflects posts that have been vacant for short periods during the year. In addition, expenditure on overtime has been lower than budgeted following a reduction in the level of overtime worked as there were relatively few contracts requiring bridge maintenance staff.

Property Costs (Underspend £14,000)
Reflects lower expenditure relating to electricity costs due to more efficient lighting in use. In addition, expenditure on navigation lights was lower than anticipated due to new equipment installed during the Pier Collision Protection Works.

Supplies & Services (Underspend £114,000)
Reflects lower expenditure on insurance premiums due to a reduction achieved through a tendering process and lower than anticipated expenditure on de-icing materials due to favourable weather conditions. Additionally there have been various underspends due to the fact that on-going capital contracts and restricted access to the bridge due to the gantries being out of use have meant a reduction in the amount of bridge maintenance work carried out during the year which has resulted in lower than anticipated expenditure on the purchase of equipment and materials, plant hire and equipment maintenance.

Transport Costs (Overspend £1,000)
Reflects an overspend relating to harbourage fees due to the fact that for insurance purposes there is now a requirement to berth the safety boat at Tayport when high winds are expected. This was partly offset by underspends relating to fuel costs for the gantries and safety boat as the amount of bridge maintenance work carried out during the year was reduced.

Third Party Payments (Underspend £48,000)
Reflects savings relating to structural inspections, miscellaneous inspections and reports, and allowances for professional fees relating to the cathodic protection system all of which could not be fully conducted as the use of the gantries has been restricted.

Corporate and Democratic Core Costs (Overspend £4,000)
Reflects an increase in members' allowances due to changes to the chair's and vice-chair's positions. This increase was due to the fact that these positions are now both occupied by members who are not remunerated by their respective councils as senior councillors.

Financing and Investment Income and Expenditure (Underspend £3,000)
Reflects lower than anticipated expenditure on investment property.

Non-Specific Grant Income (Income Shortfall £201,000)
Reflects the net underspend on other budget heads, as detailed above. Any unused Revenue Grant (with conditions) requires to be held in creditors so that it can be applied to match expenditure in future years.

General Reserve
There was a break-even position for the financial year 2013/2014. This gives a total General Reserve balance of £1,160,591 at 31 March 2014, which is unchanged from the corresponding figure at 31 March 2013.

Capital Expenditure and Financing
During 2013/2014, the Board incurred capital expenditure of £356,000 on the following projects:-

	£000
Inspection to Columns and Piers	15
Carriageway Resurfacing	90
Gantry	22
CCTV	6
North Approach Viaduct Remedial Works	166
Advanced Warning Signs	18
Other Projects	39
	356

Capital expenditure was funded as follows:

	£000
Capital Grant from the Scottish Government	356
	356

In addition to the above, £2.510m has been included within assets under construction at 31 March 2014 for the remaining new on-off ramps which had been constructed by Dundee City Council as part of the Central Waterfront Development.

Control of Revenue and Capital Expenditure
The control of both the revenue and capital expenditure of the Board is an on-going and substantial exercise which requires a positive contribution from staff and elected members to ensure that the Board's financial objectives are achieved and that financial resources are fully utilised.

Pension Liability (IAS 19)
Under IAS 19 (Employee Benefits) the Board is required to include figures in its Statement of Accounts relating to the assets, liabilities, income and expenditure of the pension schemes for its employees. It has been estimated that the Board had a net pension liability of £2,228,000 as at 31 March 2014. The estimated net pension liability at 31 March 2013 was £2,213,000. Changes in the underlying assumptions used to calculate scheme liabilities have caused an increase in liabilities. This was partly offset by an increase in the value of scheme assets, resulting in the overall net liability increasing by £15,000.

Acknowledgements
During the 2013/2014 financial year the Board's financial position has required continuous scrutiny and strict budgetary control. I would like to thank the Bridge Manager, Bridge Engineer and their staff for their assistance in controlling the Board's expenditure and income. In addition, I wish to mention my appreciation of the help and co-operation provided during the financial year by the elected members and by Roger Mennie, Clerk to the Board.

I would also like to extend my appreciation for the contribution made by the outgoing Bridge Manager, Iain MacKinnon, who intimated his resignation with effect from 18 May 2014 and would like to wish him well in his future endeavours.

Finally, I would conclude my report by thanking all staff who contributed to the preparation of the Board's 2013/2014 Statement of Accounts.

Marjory M Stewart, FCCA, CPFA
Treasurer
Tay Road Bridge Joint Board
18 June 2014

TAY ROAD BRIDGE JOINT BOARD

ANNUAL GOVERNANCE STATEMENT

Scope of Responsibility

Tay Road Bridge Joint Board is responsible for ensuring that its business is conducted in accordance with the law and appropriate standards. This is to ensure that public funds and assets at its disposal are safeguarded, properly accounted for and used economically, efficiently, effectively, and ethically. The Board also has a duty to make arrangements to secure continuous improvement in the way its functions are carried out.

In discharging these responsibilities elected members and senior officers are responsible for implementing effective arrangements for governing the Board's affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

To this end the Board has approved and adopted a local Code of Corporate Governance that is consistent with the principles of the CIPFA/SOLACE framework *Delivering Good Governance in Local Government.* This statement explains how Tay Road Bridge Joint Board delivers good governance and reviews the effectiveness of these arrangements.

The Board's Governance Framework

The governance framework comprises the systems, processes, cultures and values by which the Board is directed and controlled. It also describes the way it engages with and accounts to stakeholders. It enables the Board to monitor the achievement of its strategic objectives and consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The framework reflects the arrangements in place to meet the six supporting principles of effective corporate governance. These are as follows:

- focusing on the purpose of the Board and on outcomes for the community and creating and implementing a vision for the local area;
- members and officers working together to achieve a common purpose with clearly defined functions and roles;
- promoting values for the Board and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- developing the capacity and capabilities of members and officers to be effective; and
- engaging with local people and other stakeholders to ensure robust public accountability.

Within the overall control arrangements the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded, and material errors or irregularities are either prevented or would be detected within a timely period. It is based on a framework of regular management information, financial regulations, administrative procedures and management supervision.

The overall control arrangements include:

- identifying the Board's objectives in the Service Plan;
- monitoring of objectives by the Board and senior officers;
- reporting performance regularly to Board meetings;
- clearly defined Standing Orders and Schemes of Administration covering Financial Regulations, Tender Procedures and Delegation of Powers;
- approved Fraud Guidelines which include anti-fraud and corruption strategies, and "whistle-blowing" arrangements;
- setting targets to measure financial and service performance; and
- formal revenue and capital budgetary control systems and procedures.

Additionally, in order to support Chief Financial Officers in the fulfilment of their duties and to ensure that local authority organisations have access to effective financial advice of the highest level, CIPFA's *Role of the Chief Financial Officer* has introduced a "comply or explain" requirement in the Annual Statement of Accounts.

Review of Effectiveness

Members and officers of the Board are committed to the concept of sound governance and the effective delivery of Board services and take into account comments made by internal and external auditors.

In addition the Board have made a self-assessment of their own arrangements. This involved the completion, by the Bridge Manager, of a 56-point checklist covering the six supporting principles defined in CIPFA/SOLACE's *Delivering Good Governance in Local Government.* This indicated a high level of compliance.

The Board's Internal Audit Service operates in accordance with the CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom and reports to the Board. Internal Audit undertakes an annual programme of work, which is reported to the Board. The Internal Auditor provides an independent opinion on the adequacy and effectiveness of the system of internal control.

The Treasurer complies with the principles set out in CIPFA's *Role of the Chief Financial Officer.*

Continuous Improvement Agenda

During 2012/2013, Internal Audit conducted their programme of audits, including a review of Data Protection and Freedom of Information arrangements in place at the Board. This identified the following areas where further improvements could be made:

- Develop a Data Protection Policy; and
- Develop a Freedom of Information Policy.

During 2013/2014, Internal Audit conducted their programme of audits, including reviews of Health and Safety, Risk Management and Business Continuity Planning, and Procurement and Creditors / Purchasing. These identified the following areas where further improvements could be made:

- Update the Health and Safety Policy statement;
- Devise a testing programme for the Business Continuity Plan; and
- Revise the Office Procedures to ensure they are consistent with other Policy documents.

It is proposed that during 2014/2015 steps are taken to address the items identified in the Continuous Improvement Agenda to further enhance the Board's governance arrangements.

The annual review demonstrates sufficient evidence that the code's principles of delivering good governance in local government operated effectively and the Board complies with the Local Code of Corporate Governance in all significant respects.

Marjory Stewart FCCA, CPFA
Treasurer
Tay Road Bridge Joint Board
18 June 2014

Iain MacKinnon
Bridge Manager
Tay Road Bridge Joint Board
1 May 2014

TAY ROAD BRIDGE JOINT BOARD

ANNUAL REMUNERATION REPORT

INTRODUCTION

The Board is required to prepare and publish within its Statement of Accounts an annual Remuneration Report under the Local Authority Accounts (Scotland) Amendment Regulations 2011 (Scottish Statutory Instrument No. 2011/64), which came into force on 31 March 2011. The report sets out the remuneration of the Chair and Vice-Chair and Senior Employees of the Board and accrued pension benefits of the Senior Employees of the Board. The report also provides information on the number of Board employees (including Senior Employees) whose total actual remuneration was £50,000 or more, this information being disclosed in salary bandings of £5,000 above £50,000. The following report has been prepared in accordance with the aforementioned Regulations and also in accordance with the non-statutory guidance set out in Scottish Government Finance Circular 8/2011, issued on 13 May 2011.

The Board's External Auditor is required to audit certain parts of the Remuneration Report and give a separate opinion in his report on the Statement of Accounts as to whether the Remuneration Report has been properly prepared in accordance with the Regulations. Tables 1, 2 and 3 are subject to audit, and the remainder of the report is subject to review.

REMUNERATION ARRANGEMENTS

Senior Board Members
The remuneration of Councillors is regulated by the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 (SSI No. 2007/183). The Regulations set out the remuneration payable to Councillors with the responsibility of a Chair or Vice-Chair of a Joint Board. The Regulations require the remuneration to be paid by the Council of which the Chair or Vice-Chair is a member.

The Board has an arrangement with each Council who remunerates the Chair and Vic-Chair to reimburse the Council for the additional costs of that councillor arising from them being a Chair or Vice-Chair of the Board. The disclosures made in this report are limited to the amounts paid to the Council by the Board for remuneration and does not reflect the full value of the remuneration that may be paid to the councillor.

The remuneration details for the Chair and Vice-Chair of Tay Road Bridge Joint Board are set out in Table 1.

Senior Employees
The salary of Senior Employees is set by reference to national agreements. The salaries of senior employees of the Board take into account the duties and responsibilities of their posts. The Board is responsible for agreeing the salaries of senior employees. All Board employees are entitled to participate in Dundee City Council's Contract Car Hire Scheme, subject to meeting certain criteria. The Council's Policy & Resources Committee is responsible for agreeing the terms of the Contract Car Hire Scheme.

For the purposes of the Remuneration Report, the Regulations set out the following criteria for designation as a Senior Employee of the Board:

(i) has responsibility for management of the Board to the extent that the person has power to direct or control the major activities of the Board (including activities involving the expenditure of money), during the year to which the Report relates, whether solely or collectively with other persons;
(ii) holds a post that is politically restricted by reason of section 2(1)(a), (b) or (c) of the Local Government and Housing Act 1989; or
(iii) annual remuneration, including any remuneration from a local authority subsidiary body, is £150,000 or more.

The Board has determined that one employee met the criteria for designation as a Senior Employee in 2013/2014, with the employee falling into category (i) above. The remuneration details for the Senior Employees of the Board are set out in Table 2.

The Regulations also require information to be published on the total number of Board employees (including Senior Employees) whose total actual remuneration was £50,000 or more. This information is to be disclosed in salary bandings of £5,000 above £50,000 and is shown in the following table.

Remuneration Bands	No of Employees	No of Employees
	2013/2014	2012/2013
£55,000 - £59,999	1	1
Total	1	1

EXIT PACKAGES
There were no exit packages agreed during 2013/2014 (2012/2013: None).

ACCRUED PENSION BENEFITS
Pension benefits for Local Government Employees are provided through the Local Government Pension Scheme (LGPS). The LGPS is a final salary pension scheme. This means that pension benefits are based on the final year's pay and the number years that the person has been a member of the scheme. The scheme's normal retirement age for Local Government Employees is 65.

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009, contribution rates were set at 6% for all non-manual employees. The members' contribution rates for 2013/2014 remain at the 2009/2010 rates although the pay bandings have been adjusted. The tiers and contribution rates are as follows:

Whole Time Pay	Contribution Rate 2013/2014	Whole Time Pay	Contribution Rate 2012/2013
On earnings up to and including £19,800	5.5%	up to and including £19,400	5.5%
On earnings above £19,800 and up to £24,200	7.25%	above £19,400 and up to £23,700	7.25%
On earnings above £24,200 and up to £33,200	8.5%	above £23,700 and up to £32,500	8.5%
On earnings above £33,200 and up to £44,200	9.5%	above £32,500 and up to £43,300	9.5%
On earnings above £44,200	12%	above £43,300	12%

If a person works part-time their contribution rate is worked out on the whole-time pay rate for the job, with actual contributions paid on actual pay earned.

There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004. The accrual rate guarantees a pension based on 1/60th of final pensionable salary and years of pensionable service. Prior to 2009 the accrual rate guaranteed a pension based on 1/80th and a lump sum based on 3/80th of final pensionable salary and years of pensionable service.

Senior Employees
The accrued pension benefits for Senior Employees are set out in Table 3, together with the pension contributions made by the Board.

Assumptions and Contextual Information
The value of the accrued pension benefits has been calculated on the basis of the age at which the person will first become entitled to receive a pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation. The pension figures shown relate to the benefits that the person has accrued as a consequence of their total Local Government service and not just their current appointment.

In considering the accrued pension benefits figures the following contextual information should be taken into account:

(i) the figures for pension and lump sum are illustrative only in light of the assumptions set out above and do not necessarily reflect the actual benefits that any individual may receive upon retirement.

(ii) the accrued benefits figures are reflective of the pension contributions that both the employer and the scheme member have made over a period of time. In 2013/2014, the scheme member contribution rate for Senior Employees of the Board was 8.4% of pensionable pay. In 2013/2014, the employer contribution rate was 18% of pensionable pay for Senior Employees.

Marjory M Stewart, FCCA, CPFA
Treasurer
Tay Road Bridge Joint Board
18 June 2014

TABLE 1 – REMUNERATION OF COUNCILLORS WHO ARE CHAIR AND VICE-CHAIR OF TAY ROAD BRIDGE JOINT BOARD

Councillor Name	Responsibility	Salary, Fees & Allowances	Taxable Expenses	Non-cash Expenses & Benefits-in-kind	Total Remuneration 2013/2014	Total Remuneration 2012/2013
		£	£	£	£	£
Margaret Taylor	Chair (from 18 June 2013) and Vice-Chair, Tay Road Bridge Joint Board (to 18 June 2013)	4,989	0	0	4,989	2,982
Jimmy Black	Vice-Chair, Tay Road Bridge Joint Board (from 18 June 2013)	3,118	0	0	3,118	0
Total		8,107	0	0	8,107	2,982

TABLE 2 – REMUNERATION OF SENIOR EMPLOYEES

Employee Name	Post Title	Salary, Fees & Allowances	Bonuses	Taxable Expenses	Compensation for Loss of Employment	Benefits Other Than in Cash	Total Remuneration 2013/2014	Total Remuneration 2012/2013
		£	£	£	£	£	£	£
J.I. MacKinnon	Bridge Manager	58,425	0	0	0	0	58,425	57,845
Total		58,425	0	0	0	0	58,425	57,845

TABLE 3 – SENIOR EMPLOYEES ACCRUED PENSION BENEFITS

Employee Name	Post Title	Pension as at 31 March 2014	Pension Difference from 31 March 2013	Lump Sum as at 31 March 2014	Lump Sum Difference from 31 March 2013	Pension Contribution 2013/2014	Pension Contribution 2012/2013
		£000	£000	£000	£000	£	£
J.I. Mackinnon	Bridge Manager	26	1	63	1	10,517	10,460
Total		26	1	63	1	10,517	10,460

TAY ROAD BRIDGE JOINT BOARD

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Board's responsibilities

The Board is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Board, that officer is the Treasurer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- approve the Audited Statement of Accounts.

The Treasurer's responsibilities

The Treasurer is responsible for the preparation of the Board's statement of accounts in accordance with proper practices set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing this statement of accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice.

The Treasurer has also:

- kept proper accounting records which were up to date;
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

The Statement of Accounts presents a true and fair view of the financial position of the Board at the accounting date and its income and expenditure for the year ended 31 March 2014.

Marjory M Stewart, FCCA, CPFA
Treasurer
Tay Road Bridge Joint Board
18 June 2014

TAY ROAD BRIDGE JOINT BOARD

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on the different reserves held by the Board, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure) and 'unusable reserves.' The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Board's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Reserve Balance. The Net Increase / (Decrease) before Transfers to Earmarked Reserves line shows the statutory General Reserve balance before any discretionary transfers to or from earmarked reserves undertaken by the Board.

	General Fund Balance £000	Capital Grants Unapplied Account £000	**Total Usable Reserves £000**	Unusable Reserves £000	**Total Board Reserves £000**
Balance at 31 March 2012	(1,161)	(5,220)	(6,381)	(57,416)	(63,797)
Restated					
Movement in Reserves during 2012/2013					
(Surplus) or deficit on provision of services	(9,451)	-	(9,451)	-	(9,451)
Other Comprehensive Expenditure and Income	-	-	-	(12)	(12)
Total Comprehensive Expenditure and Income	**(9,451)**	**-**	**(9,451)**	**(12)**	**(9,463)**
Adjustments between accounting basis & funding basis under regulations (note 4)	9,451	4,189	13,640	(13,640)	-
Net (Increase) /Decrease before Transfers to Earmarked Reserves	**-**	**4,189**	**4,189**	**(13,652)**	**(9,463)**
Transfers to / (from) Earmarked Reserves	-	-	-	-	-
(Increase) / Decrease in 2012/2013	**-**	**4,189**	**4,189**	**(13,652)**	**(9,463)**
Balance at 31 March 2013 carried forward	**(1,161)**	**(1,031)**	**(2,192)**	**(71,068)**	**(73,260)**
Movement in Reserves during 2013/2014					
(Surplus) or deficit on provision of services	(844)	-	(844)	-	(844)
Other Comprehensive Expenditure and Income	-	-	-	(170)	(170)
Total Comprehensive Expenditure and Income	**(844)**	**-**	**(844)**	**(170)**	**(1,014)**
Adjustments between accounting basis & funding basis under regulations (note 4)	844	(144)	700	(700)	-
Net (Increase) / Decrease before Transfers to Earmarked Reserves	**-**	**(144)**	**(144)**	**(870)**	**(1,014)**
Transfers to / (from) Earmarked Reserves	-	-	-	-	-
(Increase) / Decrease In Year	**-**	**(144)**	**(144)**	**(870)**	**(1,014)**
Balance at 31 March 2014 carried forward	**(1,161)**	**(1,175)**	**(2,336)**	**(71,938)**	**(74,274)**

TAY ROAD BRIDGE JOINT BOARD

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

Restated 2012/2013 Gross Expenditure	Gross Income	Net Expenditure / (Income)		2013/2014 Budgeted Net Expenditure (unaudited)	Gross Expenditure	Gross Income	Net Expenditure / (Income)
£000	£000	£000		£000	£000	£000	£000
			Expenditure				
1,119	-	1,119	Staff Costs	1,193	1,175	-	1,175
51	-	51	Property Costs	64	50	-	50
321	-	321	Supplies and Services	340	226	-	226
35	-	35	Transport Costs	42	43	-	43
63	-	63	Third Party Payments	131	83	-	83
1,559	-	1,559	Depreciation & Impairment	1,787	1,787	-	1,787
21	-	21	Corporate and Democratic Core	26	30	-	30
3,169	**-**	**3,169**	**Cost Of Services**	**3,583**	**3,394**	**-**	**3,394**
211	(116)	95	Other Operating Income & Expenditure (note 5)	199	513	(314)	199
119	(32)	87	Financing and Investment Income and Expenditure (note 6)	75	93	(21)	72
-	(12,802)	(12,802)	Non-Specific Grant Income (note 7)	(4,710)	-	(4,509)	(4,509)
3,499	**(12,950)**	**(9,451)**	**(Surplus) or Deficit on Provision of Services (note 13)**	**(853)**	**4,000**	**(4,844)**	**(844)**
4	-	4	(Surplus) or deficit on revaluation of PPE	-	-	-	-
670	(686)	(16)	Actuarial (Gains) / Losses on Pension Assets / Liabilities	(170)	218	(388)	(170)
674	**(686)**	**(12)**	**Other Comprehensive Income and Expenditure**	**(170)**	**218**	**(388)**	**(170)**
4,173	**(13,636)**	**(9,463)**	**Total Comprehensive Income and Expenditure**	**(1,023)**	**4,218**	**(5,232)**	**(1,014)**

TAY ROAD BRIDGE JOINT BOARD

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Board. The net assets of the Board (assets less liabilities) are matched by the reserves held by the Board. Reserves are reported in two categories. The first category is usable reserves, i.e. those that the Board may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure). The second category is unusable reserves i.e. those that the Board is not able to use to provide services. This category includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

31 March 2013 £000		Note	31 March 2014 £000
73,175	Property, Plant & Equipment	20	74,055
62	Investment Property	19	62
73,237	**Total Long Term Assets**		**74,117**
47	Inventories	22	67
35	Short Term Debtors	23	19
3,404	Cash and Cash Equivalents	12	3,083
3,486	**Total Current Assets**		**3,169**
(1,250)	Short Term Creditors	24	(784)
(1,250)	**Total Current Liabilities**		**(784)**
(2,213)	Net Pension Liabilities		(2,228)
(2,213)	**Total Long Term Liabilities**		**(2,228)**
73,260	**Net Assets**		**74,274**
2,192	Usable reserves	8	2,336
71,068	Unusable Reserves	9	71,938
73,260	Total Reserves		**74,274**

Marjory Stewart FCCA, CPFA
Treasurer
Tay Road Bridge Joint Board
18 June 2014

TAY ROAD BRIDGE JOINT BOARD

BALANCE SHEET

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Board. The net assets of the Board (assets less liabilities) are matched by the reserves held by the Board. Reserves are reported in two categories. The first category is usable reserves, i.e. those that the Board may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure). The second category is unusable reserves i.e. those that the Board is not able to use to provide services. This category includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

31 March 2013 £000		Note	31 March 2014 £000
73,175	Property, Plant & Equipment	20	74,055
62	Investment Property	19	62
73,237	**Total Long Term Assets**		**74,117**
47	Inventories	22	67
35	Short Term Debtors	23	19
3,404	Cash and Cash Equivalents	12	3,083
3,486	**Total Current Assets**		**3,169**
(1,250)	Short Term Creditors	24	(784)
(1,250)	**Total Current Liabilities**		**(784)**
(2,213)	Net Pension Liabilities		(2,228)
(2,213)	**Total Long Term Liabilities**		**(2,228)**
73,260	**Net Assets**		74,274
2,192	Usable reserves	8	2,336
71,068	Unusable Reserves	9	71,938
73,260	**Total Reserves**		74,274

Marjory Stewart FCCA, CPFA
Treasurer
Tay Road Bridge Joint Board
18 June 2014

TAY ROAD BRIDGE JOINT BOARD

CASH FLOW STATEMENT

The Cash Flow Statement shows the changes in cash and cash equivalents of the Board during the reporting period. The statement shows how the Board generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Board are funded by way of grant income or from the recipients of services provided by the Board. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Board's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Board.

Restated 2012/2013 £000		**2013/2014 £000**
(9,451)	Net (surplus) or deficit on the provision of services	(844)
(3,125)	Adjust net surplus or deficit on the provision of services for non cash movements	(1,536)
11,203	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	2,971
(1,373)	**Net cash flows from Operating Activities**	**591**
6,150	Investing Activities (note 10)	(248)
(26)	Financing Activities (note 11)	(22)
4,751	**Net (Increase) or Decrease in cash and cash equivalents**	**321**
8,155	Cash and cash equivalents at the beginning of the reporting period	3,404
3,404	**Cash and cash equivalents at the end of the reporting period (note 12)**	**3,083**

TAY ROAD BRIDGE JOINT BOARD

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

A General Principles

The Statement of Accounts summarises the Board's transactions for the 2013/2014 financial year and its position at the year-end of 31 March 2014. The Board is required to prepare an annual Statement of Accounts by the Local Authority Accounts (Scotland) Regulations 1985. Section 12 of the Local Government in Scotland Act 2003 requires that they be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2013/2014 and the Service Reporting Code of Practice 2013/2014, supported by International Financial Reporting Standards (IFRS). The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets.

B Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from the sale of goods is recognised when the Board transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Board.
- Revenue from the provision of services is recognised when the Board can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Board.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including those rendered by the Board's employees) are recorded as expenditure when the services are received, rather than when payments are made.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where there is evidence that debts are unlikely to be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

C Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents comprise short term lending that is repayable on demand or within 3 months of the Balance Sheet date and that is readily convertible to known amounts of cash with insignificant risk of change in value. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Board's cash management.

D Changes in Accounting Policies and Estimates and Errors

Changes in accounting policies are only made when required by proper accounting practices or when the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Board's financial position or financial performance. Where a change is made, it is applied retrospectively by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

E Charges to Revenue for Non-Current Assets

The Comprehensive Income and Expenditure Statement is debited with the following amounts to record the cost of holding fixed assets during the year:

- depreciation attributable to the assets used by the relevant service
- revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off

The Board is not required to apply revenue grant receipts to fund depreciation, revaluation and impairment losses. Depreciation, revaluation and impairment losses are therefore reversed by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement.

F Employee Benefits

Benefits Payable During Employment

Short-term employee benefits (those that fall due wholly within 12 months of the year-end), such as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees, are recognised as an expense in the year in which employees render service to the Board. An accrual is made against Staff Costs in the Surplus or Deficit on the Provision of Services for the cost of holiday entitlements and other forms of leave earned by employees but not taken before the year-end and which employees can carry forward into the next financial year. The accrual is made at the remuneration rates applicable in the following financial year, being the period in which the employee takes the benefit. Any accrual made is required under statute to be reversed out of the General Reserve by a credit to the Accumulating Compensated Absences Adjustment Account in the Movement in Reserves Statement.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Board to terminate an employee's employment before the normal retirement date or an employee's decision to accept voluntary redundancy and are charged on an accruals basis to the appropriate service or, where applicable, to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement at the earlier of when the Board can no longer withdraw the offer of those benefits or when the Board recognises costs for a restructuring. Where termination benefits involve the enhancement of pensions, statutory provisions require the General Reserve balance to be charged with the amount payable by the Board to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post Employment Benefits

Employees of the Board are members of a separate pension scheme being the Local Government Superannuation Scheme (Tayside Pension Fund), a defined benefits scheme which is administered by Dundee City Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Board.

The Local Government Pension Scheme is accounted for as a defined benefits scheme:

- The liabilities of the Tayside Pension Fund attributable to the Board are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on high quality corporate bond, iBoxx AA rated over 15 year corporate bond index.
- The assets of the Tayside Pension Fund attributable to the Board are included in the Balance Sheet at their fair value:
    - quoted securities – current bid price

  - unquoted securities – professional estimate
  - unitised securities – current bid price
  - property – market value.

The change in the net pensions liability is analysed into the following components:

- Service cost comprising:
  - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to Staff Costs;
  - past service cost – the increase in liabilities arising as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs; and
  - net interest on the defined benefit liability (asset), i.e. net interest expense for the Board – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
- Re-measurements comprising:
  - the return on plan assets – excluding amounts included in the net interest on the net defined benefit liability (asset) – charged to the Pensions Reserves Other Comprehensive Income and Expenditure; and
  - actuarial gains and losses – changes in the net pensions liability that arise because events have not co-incided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- contributions paid to the Tayside Pension Fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Reserve balance to be charged with the amount payable by the Board to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact on the General Reserve of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

The Board also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

G Events After the Reporting Period

Events after the reporting period are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events

- those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect disclosure is made in the notes of the nature of the events and their estimated financial effect

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

H Government Grants and Contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Board when there is reasonable assurance that:

- the Board will comply with the conditions attached to the payments, and
- the grants or contributions will be received

Amounts recognised as due to the Board are not credited to the Comprehensive Income and Expenditure Account until conditions attaching to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified or future economic benefits or service potential must be returned to the transferor. Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant line (Non-Specific Grant Income) in the Comprehensive Income and Expenditure Statement. Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Reserve Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Account. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied Account are transferred to the Capital Adjustment Account once they have been applied.

I Heritage Assets

The Board's Heritage Assets are held in support of the primary objective of increasing knowledge, understanding and appreciation of the history of the Tay Road Bridge and the surrounding area. Heritage assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Board's accounting policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets as detailed below. The accounting policies in relation to heritage assets are also presented below.

The Board's heritage assets are accounted for as follows:

<u>Heritage Assets Not Recognised in the Balance Sheet</u>

The Board holds heritage assets which, in light of the relaxation of measurement rules, are not recognised in the balance sheet. The Board considers that, due to the unique nature of the assets held and the lack of comparable values, the cost of obtaining valuations would be disproportionate in relation to the benefits to the users of the Board's financial statements. As a result, fair value information is unavailable and cost information is also unknown. These assets are therefore not recognised in the balance sheet, however, detailed information regarding them is held on relevant databases.

<u>Heritage Assets - Impairments</u>

The carrying amounts of heritage assets are reviewed where there is evidence of impairment, for example where an item has suffered physical deterioration or breakage. Any impairment is recognised and measured in accordance with the Board's general policies on impairment.

J Inventories

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is assigned using the First-in-First-out (FIFO) costing formula.

K Investment Properties

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale. Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's length. Properties are not depreciated but are re-valued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal. Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Reserve Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the Balance. The gains and losses are therefore reversed out of the General Reserve Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

L **Leases**

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases. Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification. Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

<u>The Board as Lessee</u>

Finance Leases

Property, plant and equipment held under finance leases are recognised on the Balance Sheet at the commencement of the lease at fair value together with an equivalent deferred liability for the obligation to pay the lessor. Where applicable, any initial direct costs of the Board are added to the carrying amount of the asset. Any premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the years in which they are incurred.

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement)

Property, Plant and Equipment recognised under finance leases is accounted for using the relevant accounting policies applied generally to such assets e.g. depreciation, revaluation and impairment review.

Operating Leases

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. if there is a rent-free period at the commencement of the lease).

<u>The Board as Lessor</u>

Finance Leases

Where the Board grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Board's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

- a charge for the acquisition of the interest in the property – applied to write down the lease liability (together with any premiums received), and
- finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement)

Operating Leases

Where the Board grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet as a non-current asset and continues to be subject to depreciation, revaluation and impairment review, in accordance with the relevant accounting policies. Rental income is credited to the appropriate service line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g., there is a premium paid at the commencement of the lease). Any initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

M Property, Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others of for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Board and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising:

- the purchase price
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management

The Board does not capitalise borrowing costs incurred whilst assets are under construction. The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition will not increase the cash flows of the Board. In the latter case, the cost of the acquisition is the carrying amount of the asset given up by the Board. Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Reserve Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

Assets are then carried in the Balance Sheet using the following measurement bases:

- infrastructure – depreciated historical cost
- all other assets – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV)

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost is used as an estimate of fair value. Assets included in the Balance Sheet at fair value are re-valued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation

Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a revaluation or impairment loss previously charged to a service. Where decreases in value are identified, the revaluation loss is accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or insufficient balance, the carrying amount of the asset is written down against the relevant line(s) in the Comprehensive Income and Expenditure Statement

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall. Where impairment losses are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or insufficient balance, the carrying amount of the asset is written down against the relevant line(s) in the Comprehensive Income and Expenditure Statement

Where an impairment loss is reversed subsequently, the reversal is credited to the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Disposals

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is re-valued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previously recognised losses. Depreciation is not charged on Assets Held for Sale. Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account. Amounts received for disposals are categorised as capital receipts. Receipts are required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Board's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Reserve in the Movement in Reserves Statement. Amounts are appropriated to the Capital Adjustment Account from the General Reserve in the Movement in Reserves Statement.

Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land) and assets that are not yet available for use (i.e., assets under construction).

Deprecation is calculated on the following bases:

- buildings – straight-line allocation over the useful life of the property as estimated by the valuer.

- vehicles, plant and equipment – straight line allocation over between 3 and 10 years.
- infrastructure – straight-line allocation over between 10 and 85 years.

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately. Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

N Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Board a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For example, the Board may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation. Provisions are charged as an expense to the appropriate line in the Comprehensive Income and Expenditure Statement in the year that the Board becomes aware of the obligation, and measured at the best estimate at the Balance Sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties. When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant heading. Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Board settles the obligation.

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Board a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Board. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably. Contingent liabilities are not recognised in the Balance Sheet but are disclosed in a note to the accounts.

Contingent Assets

A contingent asset arises where an event has taken place that gives the Board a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Board. Contingent assets are not recognised in the Balance Sheet but are disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

O Reserves

Reserves are created by appropriating amounts out of the General Reserve in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate heading in that year to count against the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Reserve Balance in the Movement in Reserves Statement so that there is no net charge against grant receipts for the expenditure. Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments and retirement benefits and these reserves do not represent usable resources for the Board. Further information on the Board's reserves is contained in notes 8 and 9.

P VAT

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

2. CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Board has had to make certain judgements about future events. The key judgement made in the Statement of Accounts relates to the high degree of uncertainty about future levels of funding for public bodies. The Board has determined that this uncertainty is not sufficient to provide an indication that the assets of the Board might be impaired as a result of a need to reduce levels of service provision.

3. ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Statement of Accounts contains estimated figures that are based on assumptions made by the Board about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates.

The items in the Board's Balance Sheet at 31 March 2014 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Board will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for property, plant and equipment would increase by £65,000 for every year that useful lives had to be reduced.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Board with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £146,000. However, the assumptions interact in complex ways. During 2013/2014, the Board's actuaries advised that the net pensions liability had increased by £224,000 as a result of estimates being corrected as a result of experience and increased by £54,000 attributable to updating of the assumptions.

This list does not include any assets and liabilities that have are carried at fair value based on a recently observed market price.

4. **MOVEMENT IN RESERVES STATEMENT - ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS**

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Board in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Board to meet future capital and revenue expenditure.

2013/2014	General Fund Balance £000	Capital Grants Unapplied Account £000	Movement in Unusable Reserves £000	Total 2013/2014 £000
Adjustments involving the Capital Adjustment Account:				
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:				
Charges for depreciation and impairment of non current assets	(1,787)	-	1,787	-
Movements in the fair value of Investment Properties	-	-	-	-
Capital grants and contributions that have been applied to capital financing	3,010	-	(3,010)	-
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(199)	-	199	-
Adjustments involving the Capital Grants Unapplied Account:				
Reversal of unapplied capital grant and contributions credited to the Comprehensive Income and Expenditure Statement	-	(144)	144	-
Adjustments involving the Pensions Reserve:				
Reversal of items relating to post employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement (see note 15)	(332)	-	332	-
Employer's pensions contributions and direct payments to pensioners payable in the year	147	-	(147)	-
Adjustment involving the Accumulating Compensated Absences Adjustment Account				
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	5	-	(5)	-
Total Adjustments	844	(144)	(700)	-

Restated 2012/2013	General Fund Balance £000	Capital Grants Unapplied Account £000	Movement in Unusable Reserves £000	Total 2012/2013 £000
Adjustments involving the Capital Adjustment Account:				
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:				
Charges for depreciation and impairment of non current assets	(1,559)	-	1,559	-
Movements in the fair value of Investment Properties	(23)	-	23	-
Capital grants and contributions that have been applied to capital financing	11,278	4,189	(15,467)	-
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(97)	-	97	-
Adjustments involving the Capital Receipts Reserve:				
Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	-	-	1	1
Use of the Capital Receipts Reserve to finance new capital expenditure	(1)	-	-	(1)
Adjustment involving the Capital Grants Unapplied Account				
Reversal of unapplied capital grants and contributions credited to the Comprehensive Income and Expenditure Statement	-	-	-	-
Adjustments involving the Pensions Reserve:				
Reversal of items relating to post employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement (see note 15)	(302)	-	302	-
Employer's pensions contributions and direct payments to pensioners payable in the year	145	-	(145)	-
Adjustment involving the Accumulating Compensated Absences Adjustment Account				
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	10	-	(10)	-
Total Adjustments	**9,451**	**4,189**	**(13,640)**	**-**

5. COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT - OTHER OPERATING INCOME AND EXPENDITURE

2012/2013 £000		2013/2014 £000
95	(Gains) / Losses on the disposal of non current assets	199
95	**Total**	**199**

6. COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT - FINANCING AND INVESTMENT INCOME AND EXPENDITURE

Restated 2012/2013 £000		2013/2014 £000
95	Net interest on the defined benefit liability (asset)	91
(22)	Interest receivable and similar income	(11)
23	Changes in the fair value of investment properties	-
(9)	Income & Expenditure on investment properties	(8)
87	**Total**	**72**

7. COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT - NON SPECIFIC GRANT INCOME

2012/2013 £000		2013/2014 £000
(1,524)	Non-ring fenced government grants	(1,499)
(11,278)	Capital grants and contributions	(3,010)
(12,802)	**Total**	**(4,509)**

8. BALANCE SHEET - USABLE RESERVES

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement and note 4.

9. BALANCE SHEET - UNUSABLE RESERVES

31 March 2013 £000		31 March 2014 £000
707	Revaluation Reserve	707
72,576	Capital Adjustment Account	73,456
(2,213)	Pensions Reserve	(2,228)
(2)	Accumulating Compensated Absences Adjustment Account	3
71,068	**Total Unusable Reserves**	**71,938**

Revaluation Reserve

The Revaluation Reserve contains the gains made by the Board arising from increases in the value of its Property, Plant and Equipment. The balance is reduced when assets with accumulated gains are:

- re-valued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of and the gains are realised

The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

2012/2013 £000		2013/2014 £000
711	**Balance at 1 April**	**707**
(2)	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	-
(2)	Amount written off to the Capital Adjustment Account	-
707	**Balance at 31 March**	**707**

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation and impairment losses are charged to the Comprehensive Income and Expenditure Statement. The Account is credited with the amounts set aside by the Board as finance for the costs of acquisition, construction and enhancement. The Account contains accumulated gains and losses on Investment Properties that have yet to be consumed by the Board. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 4 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2012/2013 £000			2013/2014 £000
58,789	**Balance at 1 April**		**72,576**
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
(1,559)	• Charges for depreciation and impairment of non current assets	(1,787)	
(98)	• Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(199)	
(2)	Adjusting amounts written out of the Revaluation Reserve	-	
(1,659)	**Net written out amount of the cost of non current assets consumed in the year**		**(1,986)**
	Capital financing applied in the year:		
1	• Use of the Capital Receipts Reserve to finance new capital expenditure	-	
15,468	• Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	2,866	
15,469	**Total Capital Financing Applied during the year**		**2,866**
(23)	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement		-
72,576	**Balance at 31 March**		**73,456**

Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Board accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Board makes employer's contributions to pensions funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Board has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

Restated 2012/2013 £000		2013/2014 £000
(2,072)	**Balance at 1 April**	**(2,213)**
16	Re-measurements of the net defined benefit liability / (asset)	170
(302)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(332)
145	Employer's pensions contributions and direct payments to pensioners payable in the year	147
(2,213)	**Balance at 31 March**	**(2,228)**

Accumulating Compensated Absences Adjustment Account

The Accumulating Compensated Absences Adjustment Account absorbs the differences that would otherwise arise on the General Reserve Balance from accruing for compensated absences earned but not taken in the year. Statutory arrangements require that the impact on the General Reserve Balance is neutralised by transfers to or from the Account.

2012/2013 £000			2013/2014 £000
(12)	**Balance at 1 April**		(2)
12	Settlement or cancellation of accrual made at the end of the preceding year	2	-
(2)	Amounts accrued at the end of the current year	3	-
10	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements		5
(2)	**Balance at 31 March**		3

10. CASH FLOW STATEMENT - INVESTING ACTIVITIES

2012/2013 £000		2013/2014 £000
17,430	Purchase of property, plant and equipment, investment property and intangible assets	2,762
(1)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	-
(11,279)	Other receipts from investing activities	(3,010)
6,150	**Net cash flows from investing activities**	**(248)**

11. CASH FLOW STATEMENT - FINANCING ACTIVITIES

2012/2013 £000		2013/2014 £000
(26)	Other receipts from financing activities	(22)
(26)	**Net cash flows from financing activities**	**(22)**

12. CASH FLOW STATEMENT - CASH AND CASH EQUIVALENTS

The balance of Cash and Cash Equivalents is made up of the following elements:

31 March 2013 £000		31 March 2014 £000
3,404	Bank current account	3,083
3,404	**Total cash and cash equivalents**	**3,083**

13. AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

Decisions about resource allocation are taken by the Board on the basis of budget reports analysed across operational divisions. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- no charges are made in relation to capital expenditure (whereas depreciation and impairment losses are charged to services in the Comprehensive Income and Expenditure Statement)
- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year

The income and expenditure of the Board's operational divisions recorded in the budget reports for the year is as follows:

Divisional Income and Expenditure 2013/2014	**Admin £000**	**Operations £000**	**Plant & Equipment £000**	**Bridge Maintenance £000**	**Income £000**	**Total £000**
Interest and investment income	-	-	-	-	(21)	(21)
Government grants	-	-	-	-	(1,499)	(1,499)
Total Income	-	-	-	-	(1,520)	(1,520)
Employee expenses	186	475	-	425	-	1,086
Other service expenses	247	4	134	49	-	434
Total Expenditure	433	479	134	474	-	1,520
Net Expenditure	433	479	134	474	(1,520)	-

Divisional Income and Expenditure 2012/2013	**Admin £000**	**Operations £000**	**Plant & Equipment £000**	**Bridge Maintenance £000**	**Income £000**	**Total £000**
Interest and investment income	-	-	-	-	(34)	(34)
Government grants	-	-	-	-	(1,524)	(1,524)
Total Income	-	-	-	-	(1,558)	(1,558)
Employee expenses	182	470	-	414	-	1,066
Other service expenses	245	5	179	63	-	492
Total Expenditure	427	475	179	477	-	1,558
Net Expenditure	427	475	179	477	(1,558)	-

Reconciliation of Divisional Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

This reconciliation shows how the figures in the analysis of divisional income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement

	2012/2013 £000	**2013/2014 £000**
Net expenditure in the Divisional Analysis	-	-
Net expenditure of services not included in the Analysis	-	-
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	1,790	2,042
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Statement	1,379	1,352
Cost of Services in Comprehensive Income and Expenditure Statement	3,169	3,394

Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of divisional income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement.

2013/2014	Operational Divisions £000	Amounts not reported to mgmt £000	Amounts not included in CIES £000	Cost of Services £000	Corporate Amounts £000	Total £000
Interest and investment income	(21)	-	-	(21)	292	271
Government grants and contributions	(1,499)	-	-	(1,499)	(3,010)	(4,509)
Total Income	(1,520)	-	-	(1,520)	(2,718)	(4,238)
Employee expenses	1,086	234	(147)	1,173	-	1,173
Other service expenses	434	-	-	434	-	434
Depreciation, amortisation and impairment	-	1,787	-	1,787	-	1,787
Total expenditure	1,520	2,021	(147)	3,394	-	3,394
Surplus or deficit on the provision of services	-	2,021	(147)	1,874	(2,718)	(844)

Restated 2012/2013	Operational Divisions £000	Amounts not reported to mgmt £000	Amounts not included in CIES £000	Cost of Services £000	Corporate Amounts £000	Total £000
Interest and investment income	(34)	-	-	(34)	216	182
Government grants and contributions	(1,524)	-	-	(1,524)	(11,278)	(12,802)
Total Income	(1,558)	-	-	(1,558)	(11,062)	(12,620)
Employee expenses	1,066	197	(145)	1,118	-	1,118
Other service expenses	492	-	-	492	-	492
Depreciation, amortisation and impairment	-	1,559	-	1,559	-	1,559
Total expenditure	1,558	1,756	(145)	3,169	-	3,169
Surplus or deficit on the provision of services	-	1,756	(145)	1,611	(11,062)	(9,451)

14. EXTERNAL AUDIT COSTS

The Board has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and statutory inspections and to other non-audit services provided by the Board's external auditors:

	2012/2013 £000	2013/2014 £000
Fees payable to Audit Scotland with regard to external audit services carried out by the appointed auditor for the year	11	12
Total	11	12

15. DEFINED BENEFIT PENSION SCHEMES

Participation in pension schemes

As part of the terms and conditions of employment of its officers, the Board makes contributions towards the cost of post employment benefits. Although these benefits will not actually be payable until employees retire, the Board has a commitment to make the payments and this needs to be disclosed at the time that employees earn their future entitlement.

The Board participates in two post employment schemes:

- The Local Government Pension Scheme (Tayside Pension Fund), which is administered locally by Dundee City Council and is a funded defined benefit final salary scheme, meaning that the Board and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.
- Arrangements for the award of discretionary post retirement benefits upon early retirement – this is an unfunded defined benefit final arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet the pensions liabilities, and cash has to be generated to meet actual pensions payments as they eventually fall due.

The Tayside Pension Fund is operated under the regulatory framework for the Local Government Pension Scheme (Scotland) regulations 2008 and the governance of the scheme is the responsibility of the Pensions Investment Sub-Committee of the Policy and Resources Committee of Dundee City Council. Policy is determined in accordance with the Pensions Fund Regulations. The investment managers of the fund are appointed by the Sub-Committee.
The principal risks to the Board of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large-scale withdrawals from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge the Cost of Services the amounts required by statute as described in the accounting policies note.

Transactions relating to post employment benefits

The Board recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Board is required to make against reserves is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Reserve via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Reserve Balance via the Movement in Reserves Statement during the year:

	Local Government Pension Scheme £000	
	Restated 2012/2013	**2013/2014**
Comprehensive Income and Expenditure Statement:		
Cost of Services:		
• current service cost	207	241
Financing and Investment Income and Expenditure		
• net interest on the defined liability (asset)	92	88
• administration expenses	3	3
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	302	332

	Local Government Pension Scheme £000	
	Restated 2012/2013	2013/2014
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement		
Re-measurement of the net defined benefit liability comprising:		
• Return on plan assets (excluding amount included in the net interest expense)	(682)	(216)
• Actuarial gains and losses arising on changes in demographic assumptions	-	218
• Actuarial gains and losses arising on changes in financial assumptions	670	(164)
• Other (if applicable)	(4)	(8)
Total Re-measurements	**(16)**	**(170)**
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	**286**	**162**
Movement in Reserves Statement:		
• reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	(302)	(332)
Actual amount charged against the General Fund Balance for pensions in the year:		
• employers' contributions payable to scheme	145	147
• retirement benefits payable to pensioners	-	-

Pension assets and liabilities recognised in the Balance Sheet

	Local Government Pension Scheme £000		
Net pension assets as at:	2011/2012	2012/2013	2013/2014
Present value of funded obligation	7,551	8,565	8,999
Fair value of scheme assets	(5,561)	(6,430)	(6,838)
Net liability	1,990	2,135	2,161
Present value of unfunded obligation	82	78	67
Net liability arising from defined benefit obligation	2,072	2,213	2,228

Assets and liabilities in relation to post employment benefits

Reconciliation of present value of the scheme liabilities (defined benefit obligation):

	Funded liabilities: Local Government Pension Scheme £000	
	Restated 2012/2013	2013/2014
Opening balance at 1 April	7,633	8,643
Current service cost	207	241
Interest cost	346	350
Contributions by scheme participants	46	47
Re-measurement (gains) and losses:		
o change in financial assumptions	670	(164)
o change in demographic assumptions	-	218
Experience loss / (gain) on defined benefit obligation	(4)	(8)
Benefits paid	(255)	(261)
Closing balance at 31 March	**8,643**	**9,066**

Reconciliation of fair value of the scheme assets:

	Local Government Pension Scheme £000	
	Restated 2012/2013	2013/2014
Opening balance at 1 April	5,561	6,430
Interest income on assets	254	262
Re-measurement gain / (loss): return on assets less interest	682	216
Administration expenses	(3)	(3)
Employer contributions	145	147
Contributions by scheme participants	46	47
Benefits paid	(255)	(261)
Closing balance at 31 March	**6,430**	**6,838**

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

The actual return on scheme assets in the year was £478,000 (Restated 2012/2013: £935,000).

The liabilities show the underlying commitments that the Board has in the long run to pay post employment (retirement) benefits. The total liability of £2.228m is reflected in the Board's Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Board remains healthy. The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees (i.e., before payments fall due), as assessed by the scheme actuary.

Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The Tayside Pension Fund has been assessed by Barnett Waddingham, an independent firm of actuaries, being based on the latest full valuation of the scheme as at 31 March 2011.

The principal assumptions used by the actuary have been:

	Local Government Pension Scheme	
	2012/2013	**2013/2014**
Long-term expected rate of return on assets in the scheme:		
Mortality assumptions:		
Longevity at 65 for current pensioners (years):		
Men	20.6	21.0
Women	22.9	23.3
Longevity at 65 for future pensioners (years):		
Men	21.9	23.2
Women	24.5	25.6
Rate of inflation (RPI)	3.3%	3.5%
Rate of Inflation (CPI)	2.5%	2.7%
Rate of increase in salaries	4.7%	4.9%
Rate of increase in pensions	2.5%	2.7%
Rate for discounting scheme liabilities	4.1%	4.4%

The estimate of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analyses have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

Impact on the defined benefit obligation in the Scheme:

	Local Government Pension Scheme		
	£000	**£000**	**£000**
	+0.1%	**0%**	**-0.1%**
Adjustment to discount rate:			
o Present value of total obligation	8,920	9,066	9,215
o Projected service cost	227	233	240
Adjustment to long term salary increase:			
o Present value of total obligation	9,147	9,066	8,986
o Projected service cost	237	233	230

Adjustment to pension increases and deferred re-valuation:			
o Present value of total obligation	9,136	9,066	8,997
o Projected service cost	236	233	231
Adjustment to mortality age rating assumption:	**+ 1 year**	**None**	**- 1 year**
o Present value of total obligation	8,732	9,066	9,404
o Projected service cost	225	233	242

The Board's share of Tayside Pension Fund's assets consist of the following categories, by amount and proportion of the total assets held:

	31 March 2013 £000	31 March 2013 %	31 March 2014 £000	31 March 2014 %
Equity investments	4,565	71	4,855	71
Gilts	450	7	342	5
Other Bonds	707	11	889	13
Property	579	9	615	9
Cash	129	2	137	2
Total	**6,430**	**100**	**6,838**	**100**

Impact on the Board's cash flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The Tayside Pension Fund has agreed a strategy with the scheme's actuary to achieve a funding level of 100%. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed as at 31 March 2014.

The Board anticipated to pay £138,000 expected contributions to the scheme in 2014/2015. The weighted average duration of the defined benefit obligation for scheme members is 17 years (2013/2014: 17 years).

16. EVENTS AFTER THE BALANCE SHEET DATE

There were no events that occurred between 1 April 2014 and 18 June 2014 that would have an impact on the 2013/2014 financial statements. The latter date is the date on which the unaudited accounts were authorised for issue by the Treasurer.

17. RELATED PARTIES

The Board is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Board or to be controlled or influenced by the Board. Disclosure of these transactions allows readers to assess the extent to which the Board might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Board.

Central Government

Central government has effective control over the general operations of the Board. It is responsible for providing the statutory framework within which the Board operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Board has with other parties. Grants received from government departments are set out in the subjective analysis in note 13 on amounts reported to decision makers. There are no grant receipts outstanding at 31 March 2014 (see note 25).

Other Local Authorities

Angus, Dundee City and Fife Councils are considered to be related parties of the Board. During 2013/2014, the Board entered into a number of transactions with Dundee City Council and Fife Council, as detailed below:

2012/2013 Income £000	2012/2013 Expenditure £000		2013/2014 Income £000	2013/2014 Expenditure £000
		Dundee City Council:		
(23)	-	Interest Receivable	(11)	-
-	39	Central Support Services	-	52
-	3	Miscellaneous	-	6
(23)	**42**	**Total Dundee City Council**	**(11)**	**58**
		Fife Council:		
-	-	Miscellaneous	-	5
-	-	**Total Fife Council**	-	5

The following balances existed between the Board and Dundee City Council and Fife Council as at 31 March 2014:

2012/2013 Asset £000	2012/2013 Liability £000		2013/2014 Asset £000	2013/2014 Liability £000
		Dundee City Council:		
-	37	Central Support Services	-	14
(23)	-	Interest Receivable	(11)	-
-	3	Miscellaneous (incl. Capital Works)	-	173
(23)	**40**	**Total Dundee City Council**	**(11)**	**187**
		Fife Council:		
-	-	Miscellaneous	-	5
-	-	**Total Fife Council**	-	5

18. **LEASES**

<u>The Board as Lessee</u>

The Board held no assets on finance or operating lease during 2013/2014 and, accordingly, there were no lease rentals paid to lessors during the year (2012/2013: None) or commitments due to lessors in 2013/2014 (2012/2013: None).

<u>The Board as Lessor</u>

The Board had entered a three year agreement for the lease of land and property to a third party which ended in 2011. This arrangement has continued on a monthly basis as permitted in the lease agreement. This agreement is accounted for as an operating lease. In 2013/2014 the Board received rent of £10,213 from this agreement (2012/2013: £10,213). The present value of minimum lease payments receivable as at the Balance Sheet date are as follows:
a) Not later than 1 year = £10,213
b) later than 1 year and not later than 5 years = £Nil
c) later than 5 years = £Nil.

19. **INVESTMENT PROPERTIES**

The following items of income and expense have been accounted for in the Comprehensive Income and Expenditure Statement:

	2012/2013 £000	2011/2012 £000
Rental income from investment property	10	10
Direct operating expenses arising from investment property	(1)	(2)
Net gain/(loss)	9	8

There are no restrictions on the Board's ability to realise the value inherent in its investment property or on the Board's right to the remittance of income and the proceeds of disposal.

The following table summarises the movement in the fair value of investment properties over the year:

	2012/2013 £000	2013/2014 £000
Balance at start of the year	85	62
Additions:		
Purchases	-	-
Subsequent expenditure	-	-
Disposals	-	-
Net gains/(losses) from fair value adjustments	(23)	-
Transfers:		
to/from Inventories	-	-
to/from Property, Plant and Equipment	-	-
Balance at end of the year	**62**	**62**

20. **PROPERTY, PLANT AND EQUIPMENT**

Movements on Balances

Movements in 2013/2014:

	Other Land and Buildings	Vehicles, Plant & Equip	Infrastructure Assets	Assets Under Construction	Total Property, Plant & Equipment
	£000	£000	£000	£000	£000
Cost or Valuation					
At 1 April 2013	1,244	770	76,475	5,411	83,900
Additions	-	27	329	-	356
Additions - Ramp Work	-	-	-	2,510	2,510
Derecognition – Disposals	-	-	(513)	-	(513)
Expenditure Not Adding Value	-	-	(39)	-	(39)
Other movements in Cost or Valuation	-	-	-	-	-
At 31 March 2014	**1,244**	**797**	**76,252**	**7,921**	**86,214**
Accumulated Depreciation and Impairment					
At 1 April 2013	42	348	10,335	-	10,725
Depreciation charge	15	51	1,682	-	1,748
Derecognition – Disposals	-	-	(314)	-	(314)
At 31 March 2014	**57**	**399**	**11,703**	**-**	**12,159**
Net Book Value					
At 31 March 2014	**1,187**	**398**	**64,549**	**7,921**	**74,055**
At 31 March 2013	**1,202**	**422**	**66,140**	**5,411**	**73,175**

Comparative Movements in 2012/2013:

	Other Land and Buildings	Vehicles, Plant & Equipment	Infrastructure Assets	Assets Under Construction	Total Property, Plant & Equipment
	£000	£000	£000	£000	£000
Cost or Valuation					
At 1 April 2012	1,244	753	66,257	469	68,723
Additions	-	20	10,470	-	10,490
Additions - Ramp Work	-	-	36	4,942	4,978
Derecognition – Disposals	-	(1)	(211)	-	(212)
Expenditure Not Adding Value	-	-	(77)	-	(77)
Other movements in Cost or Valuation	-	(2)	-	-	(2)
At 31 March 2013	**1,244**	**770**	**76,475**	**5,411**	**83,900**
Accumulated Depreciation and Impairment					
At 1 April 2012	28	298	9,029	-	9,355
Depreciation charge	14	50	1,419	-	1,483
Derecognition – Disposals	-	-	(113)	-	(113)
At 31 March 2013	**42**	**348**	**10,335**	**-**	**10,725**
Net Book Value					
At 31 March 2013	**1,202**	**422**	**66,140**	**5,411**	**73,175**
At 31 March 2012	**1,216**	**455**	**57,228**	**469**	**59,368**

Capital Commitments

At 31 March 2014, the Board has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2014/2015 and future years, budgeted to cost £397,000. (Similar commitments at 31 March 2013 were £445,000). The major commitment is for:

- Pier Collision Protection Works - £389,000

Revaluations

The Authority carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is re-valued at least every five years. All valuations were carried out by Mr Alan Bell BSc MRICS, Registered Valuer for Dundee City Council's City Development Department. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

21. CAPITAL EXPENDITURE AND CAPITAL FINANCING

The total amount of capital expenditure incurred in the year is shown in the table below, together with the resources that have been used to finance it.

	2012/2013 £000	2013/2014 £000
Capital investment:		
Property, Plant and Equipment	10,490	356
Total Capital Investment	**10,490**	**356**

Sources of finance:		
Capital receipts	1	-
Government grants and other contributions	10,489	356
Total Sources of Finance	**10,490**	**356**

22. INVENTORIES

	Maintenance Materials		Total	
	2012/2013 £000	2013/2014 £000	2012/2013 £000	2013/2014 £000
Balance outstanding at start of year	47	47	47	47
Recognised as an expense in the year	-	19	-	19
Other Adjustments	-	1	-	1
Balance outstanding at year-end	47	67	47	67

23. SHORT-TERM DEBTORS

	31 March 2013 £000	31 March 2014 £000
Local authorities	23	11
Other entities and individuals	12	8
Total	35	19

24. SHORT-TERM CREDITORS

	31 March 2013 £000	31 March 2014 £000
Central government bodies	345	545
Local authorities	767	198
Other entities and individuals	138	41
Total	1,250	784

25. GRANT INCOME

The Board credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Account in 2013/2014:

	2012/2013 £000	2013/2014 £000
Credited to Taxation and Non Specific Grant Income		
Scottish Government Revenue Grant	1,524	1,499
Scottish Government Capital Grant	6,300	500
Dundee City Council Capital Grant	4,978	2,510
Total	**12,802**	**4,509**

The Board has £537,000 of Revenue grants, contributions and donations that have yet to be recognised as income due to them having conditions attached to them that requires the monies or property to be returned to the grant provider (2012/2013: £336,000).

26. PRIOR PERIOD ADJUSTMENT

The International Accounting Standards Board published a final version of the revised IAS 19 standard, which applies to the accounting periods beginning on or after 1 January 2013. In summary the main changes are:

- removal of the expected return on assets, which is replaced by a net interest cost comprising interest income on assets and interest expense on the liabilities, which are both calculated with reference to the discount rate; and
- administration expenses are now accounted for within the Comprehensive Income and Expenditure Statement charge. Previously this was a deduction to the actual and expected return on assets.

Restatement is required at the beginning of the earliest period presented. There was no change to net assets or the brought forward reserves balances as at 1 April 2013.

Reconciliation of adjustments to Comprehensive Income and Expenditure

	Disclosed 2012/2013 Net Exp / (Income) £000	Adjustment to Net Exp / (Income) £000	Restated 2012/2013 Net Exp / (Income) £000
Financing & Investment Income & Expenditure	(1)	88	87
(Surplus) or Deficit on Provision of Services	**(9,539)**	**88**	**(9,451)**
Actuarial (Gains) / Losses on Pension Assets / Liabilities	72	(88)	(16)
Other Comprehensive Income & Expenditure	**76**	**(88)**	**(12)**
Total Comprehensive Income & Expenditure	**(9,463)**	**-**	**(9,463)**

Reconciliation of adjustment to Movement in Reserves Statement

	Disclosed Total Board Reserves £000	Adjustment to Total Board Reserves £000	Revised Total Board Reserves £000
(Surplus) or Deficit on Provision of Services	(9,539)	88	(9,451)
Other Comprehensive Income & Expenditure	76	(88)	(12)
Total Comprehensive Income & Expenditure	**(9,463)**	**-**	**(9,463)**

Reconciliation of adjustment to Cash Flow Statement

	Disclosed 2012/2013 £000	Adjustment £000	Restated 2012/2013 £000
Net (surplus) or deficit on the provision of services	(9,539)	88	(9,451)
Adjust net surplus or deficit on the provision of services for non cash movements	(3,037)	(88)	(3,125)

INDEPENDENT AUDITOR'S REPORT

The Statement of Accounts set out on pages 10 to 47 are subject to audit in accordance with the requirements of Part VII of the Local Government (Scotland) Act 1973.

The Auditor appointed for this purpose by the Accounts Commission for Scotland is:

David Watt

for and on behalf of KPMG LLP, Statutory Auditor

Chartered Accountants

Saltire Court

20 Castle Terrace

Edinburgh

EH1 2EG

REPORT TO: TAY ROAD BRIDGE JOINT BOARD - 16 JUNE 2014

REPORT ON: EXTERNAL AUDIT ANNUAL AUDIT PLAN 2013/2014

REPORT BY: TREASURER

REPORT NO: TRB 10-2014

ITEM No: 8

1 PURPOSE OF REPORT

To present to the Board the External Audit Annual Audit Plan, attached as an Appendix to this report.

2 RECOMMENDATIONS

It is recommended that the Board notes the content of the External Audit Annual Audit Plan for 2013/2014.

3 FINANCIAL IMPLICATIONS

The cost of External Audit Services is included in the approved 2014/2015 Revenue Budget.

4 MAIN TEXT

Introduction

4.1 The external audit of the Board for the financial year 2013/2014 will be carried out by Mr David Watt, Engagement Director, KPMG. The Joint Board's External Auditors are appointed for a five year period and the financial year 2013/2014 marks the third year of KPMG's appointment to the Board.

External Auditor's Annual Audit Plan

4.2 The External Auditor's annual audit plan summarises the key challenges and risks facing the Board and sets out the proposed audit work to be undertaken in 2013/2014. The plan reflects:

- the risks and priorities facing the Board;
- current national risks relevant to local circumstances;
- the impact of changing international auditing and accounting standards;
- External Audit's responsibilities under the Code of Practice as approved by the Auditor General and the Accounts Commission; and
- issues brought forward from previous audit reports.

4.3 External Auditor's Responsibilities

External Audit's responsibilities as independent auditor, are established by the Local Government (Scotland) Act 1973 and the Code of Audit Practice, and guided by the auditing profession's ethical guidance.

In carrying out their audit, External Audit seek to gain assurance that the Board:

- has good corporate governance arrangements in place which reflect the three fundamental principles of openness, integrity and accountability;

- has systems of recording and processing transactions which provide a sound basis for the preparation of financial statements and the effective management of its assets and interests;
- prepares financial statements which give a true and fair view of the financial position at 31 March 2014 and the income and expenditure for the year then ended, in accordance with the Local Government (Scotland) Act 1973 and other applicable laws and regulations, including the 2013/2014 Accounting Code of Practice;
- has systems of internal control which provide an adequate means of preventing or detecting material misstatement, error, fraud or corruption;
- complies with established policies, procedures, laws and regulations; and
- has made proper arrangements for securing best value in its use of resources.

4.5 Reporting Arrangements

Under the Local Government (Scotland) Act 1973, there is a requirement for unaudited financial statements to be presented to the Board and the Controller of Audit within 3 months of the financial year end i.e. 30th June. The non-statutory target for audit completion is 30th September.

In addition to the report and audit opinion on the financial statements, an annual report to members and the Controller of Audit will be produced to summarise all significant matters arising from the audit. This will be presented to the Board at the meeting in December 2014.

5 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues identified.

6 CONSULTATIONS

The Bridge Manager and the Clerk to the Board have been consulted on the content of this report and are in agreement with the contents.

7 BACKGROUND PAPERS

None

MARJORY M STEWART
TREASURER **3 JUNE 2014**

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Tay Road Bridge Joint Board

Audit strategy overview and plan

Year ending 31 March 2014

27 March 2014

Contents

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About this report
This report has been prepared in accordance with the responsibilities set out within the Audit Scotland's *Code of Audit Practice* ("the *Code*").

This report is for the benefit of only Tay Road Bridge Joint Board and is made available to the Accounts Commission for Scotland and Audit Scotland (all together "the beneficiaries"), and has been released to the beneficiaries on the basis that wider disclosure is permitted for information purposes but that we have not taken account of the wider requirements or circumstances of anyone other than the beneficiaries.

Nothing in this report constitutes an opinion on a valuation or legal advice.

We have not verified the reliability or accuracy of any information obtained in the course of our work, other than in the limited circumstances set out in the scope and objectives section of this report.

This report is not suitable to be relied on by any party wishing to acquire rights against KPMG LLP (other than the beneficiaries) for any purpose or in any context. Any party other than the beneficiaries that obtains access to this report or a copy and chooses to rely on this report (or any part of it) does so at its own risk. To the fullest extent permitted by law, KPMG LLP does not assume any responsibility and will not accept any liability in respect of this report to any party other than the beneficiaries.

Complaints
If at any time you would like to discuss with us how our services can be improved or if you have a complaint about them, you are invited to contact David Watt, who is the engagement leader for our services to Tay Road Bridge Joint Board, telephone 0131 300 5695, email: david.watt@kpmg.co.uk who will try to resolve your complaint. If your problem is not resolved, you should contact Alex Sanderson, our Head of Audit in Scotland, either by writing to him at Saltire Court, 20 Castle Terrace, Edinburgh, EH1 2EG or by telephoning 0131 527 6720 or email to alex.sanderson@kpmg.co.uk. We will investigate any complaint promptly and do what we can to resolve the difficulties. After this, if you are still dissatisfied with how your complaint has been handled you can refer the matter to Russell Frith, Assistant Auditor General, Audit Scotland, 110 George Street, Edinburgh, EH2 4LH.

Overview

This document describes how we will deliver our audit for Tay Road Bridge Joint Board ("the Joint Board") for the year ending 31 March 2014.

This includes the opinions on the financial statements in accordance with relevant legal and accounting requirements.

Experience

Our audit team are very experienced in both the local authority and wider public sector, and provide key elements of continuity from our previous years' audits.

As previously, we will use specialists from our pensions teams to provide on the ground support to our core audit team.

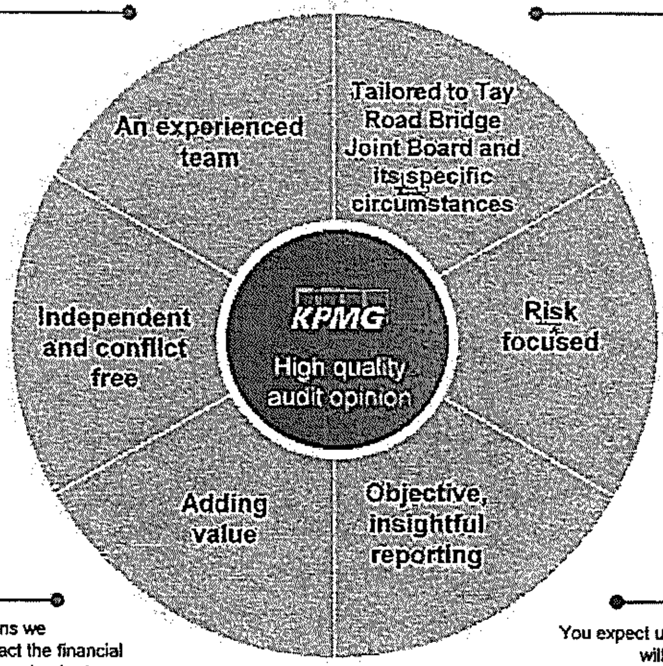
Independence

Independence and quality are at the foundation of our approach. We have systems and processes in place to ensure our ongoing independence and will report formally on this, together with any non-audit fees received. We are satisfied that we are independent.

Adding value

The knowledge gained from our previous audit means we understand your business issues and how they impact the financial statements. We keep you advised of new accounting standards and accounting issues as they arise.

We will report on identified material control weaknesses and other performance improvement observations as well as unadjusted audit differences.



Tailored approach

We continue to invest the time to understand the key challenges and drivers affecting your operations. Our audit approach is carefully designed to align with these.

Risk-based approach

We continue to work with management to inform our understanding of the business and its challenges to ensure our audit responds to changes in the business.

Insightful reporting

You expect us to form independent views on the key issues. We will express these clearly and concisely in a way that is understandable to accountants and non-accountants alike.

Our audit gives us an independent view on your business. We use this knowledge to challenge the key messages delivered by your internal reporting systems.

We will discuss these areas with the Joint Board.

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Audit strategy and planning
Introduction

Our audit work is undertaken in accordance with Audit Scotland's *Code of Audit Practice*. This specifies a number of objectives for our audit.

The Accounts Commission for Scotland has appointed KPMG LLP as auditors of Tay Road Bridge Joint Board ("the Joint Board") under the Local Government (Scotland) Act 1973 ("the Act"). The period of appointment is 2011-12 to 2015-16, inclusive. This document summarises our responsibilities as external auditors for the year ending 31 March 2014 and our intended approach to issues impacting the Joint Board's activities in that year.

We carry out our audit in accordance with our statutory responsibilities under the Act and in accordance with the International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board ("APB") and the wider responsibilities embodied in Audit Scotland's *Code of Audit Practice*. Under this *Code of Audit Practice* auditors address and comment upon a number of objectives, together with complying with a number of obligations. The *Code of Audit Practice* also places a number of obligations on the Joint Board.

Auditors' objectives in relation to the *Code of Audit Practice* are to:

- audit the financial statements and place a certificate on the statements stating that the audit has been conducted in accordance with Part VII of the Act;
- satisfy ourselves that:
  - the financial statements have been prepared in accordance with all applicable statutory requirements;
  - proper accounting practices have been observed in the preparation of the financial statements;
  - the body has made proper arrangements for securing Best Value and is complying with its community duties; and
  - the body has made adequate arrangements for collecting, recording and publishing prescribed performance information;
- hear any objection to the financial statements lodged by an interested person.

We conduct our audit of the financial statements in line with International Standards on Auditing (UK and Ireland). We have a professional responsibility to report if the financial statements do not comply, in any material respect, with the IFRS-based *Code of Practice on Local Authority Accounting in the United Kingdom 213-14* ("the Code"), taking account of the international financial reporting standards issued by the International Accounting Standards Board and relevant guidance issued by the Chartered Institute of Public Finance and Accountability ("CIPFA") / Local Authorities (Scotland) Accounts Advisory Board ("LASAAC").

As part of our audit we also review the financial information contained in the foreword to ensure that it is consistent with the financial statements. We also review the annual governance statement to ensure it has been prepared in accordance with the Code and other relevant guidance, taking account of the financial statements and other information gained by us as auditors.

International Standard on Auditing (UK and Ireland) 240: *The auditor's responsibility to consider fraud in an audit of financial statements* applies to our work. In particular, this Standard requires us to consider directly the possibility that management may choose to override the system of internal controls that otherwise may appear to be operating effectively. The Standard requires the auditor to maintain an attitude of professional scepticism, recognising the possibility that a material misstatement due to fraud could exist – notwithstanding the auditor's experience with regard to the honesty and integrity of management and those charged with governance.

In accordance with International Standard on Auditing (UK and Ireland) 260: *Communication with those charged with governance* we will report to you all non-material, non-trivial errors, which have not been adjusted.

Audit strategy and planning

Financial statements audit focus areas

Our audit approach is risk-based, and focuses on the areas most likely to lead to material misstatement in the financial statements.

Through meetings with management, we have performed initial risk assessment procedures to identify focus areas for the 2013-14 audit.

We have developed an understanding of your key audit risk areas based on our initial risk assessment procedures, including discussions with management. Our risk assessment procedures are undertaken in the context of the Joint Board's financial position, and are ongoing throughout the audit, and we will update you in respect of any emerging risks as we become aware of them.

Financial position – revenue

The budget monitoring position reported to the Joint Board on 3 March 2014 identified a projected underspend for 2013-14 of £63,000, based on the results to 31 January 2014. Taken together with underspends achieved in previous years, a carry forward of £398,891 is now projected for 2013-14.

The projected general fund reserve is £1.16 million, which is subject to negotiation with the Scottish Government.

Financial position – capital

The Joint Board's approved capital programme for 2013-14 totalled £0.7 million, and is financed through Scottish Government capital grant funding. Due partly to slippage from the 2012-13 capital programme arising after approval of the budget, the forecast capital programme outturn for 2013-14 is currently £0.46 million. A further £1.07 million of available capital grant will be carried forward into 2014-15 and applied to the capital programme during that financial year.

Significant risks

International Standard on Auditing (UK and Ireland) 315: *Identifying and assessing risks of material misstatement through understanding the entity and its environment* requires the auditor to determine whether any of the risks identified as part of our risk assessment are significant risks and therefore requiring specific audit consideration.

In determining whether a risk is significant, judgement is applied in respect of whether, for example, the risk is associated with the complexity of transactions, the degree of subjectivity involved in the measurement of financial information, whether the associated transactions are outside the normal course of business, or whether there is an associated risk of fraud.

With the exception of the required two fraud risks identified in International Standard on Auditing (UK and Ireland) 240, which are set out further below, we have not identified any significant risks of material misstatement as a result of our planning and risk assessment.

We will provide an updated list of significant risks in our annual audit report which will be reported to the Joint Board by September 2014.

Fraud risk from management override of controls

Professional standards require us to communicate the fraud risk from management override of controls as significant. Management is typically in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We have not identified any specific additional risks of management override relating to this audit. Our audit methodology incorporates the risk of management override as a significant risk.

Fraud risk from income recognition

Professional standards require us to make a rebuttable presumption that the fraud risk from income recognition is a significant risk. However, as the Joint Board's income is primarily received from the Scottish Government, we do not regard the risk of fraud from this revenue recognition to be significant.

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Presentation of financial statements

There are no significant changes in the content of the *Code of Practice on Local Authority Accounting in the United Kingdom 2013-14* ("the Code"), we will update our understanding of this position around the year end.

The Joint Board is required to prepare financial statements in accordance with the Code. KPMG is committed to working with management to enhance the clarity and impact of the financial statements.

Code of practice on Local Authority Accounting in the United Kingdom 2013-14 ("the Code")	The 2013-14 financial statements will be prepared in accordance with the *Code of practice on local authority accounting in the United Kingdom 2013-14 ("the Code")* which is based on International Financial Reporting Standards ("IFRS"). The 2013-14 Code has a number of amendments from the 2012-13 version and management should reflect these changes to the reporting requirements in the draft financial statements. The amendments include: ▪ accounting for allowances in respect of the Carbon Reduction Commitment Energy Efficiency Scheme; ▪ amendments to the Comprehensive Income and Expenditure Statement as a result of changes to IFRS; ▪ clarification of the treatment of overdrafts or the balance sheet and cash flow statement; ▪ augmentation to pensions on service concession arrangements; ▪ amendments to the accounting for retirement benefits; and following amendments to IAS19 *Retirement benefits*; and ▪ a number of clarifications and augmentations as a result of the CIPFA/LASAAC post implementation review.

Changes to Local Authority Accounts (Scotland) Regulations

The Scottish Government has commenced a consultation period to amend the Local Authority Accounts (Scotland) Regulations. The consultation period closed on 4 October 2013, but at the time of compilation of this plan, the outcome of that consultation is unknown. The proposed draft regulations include a number of changes designed to help strengthen corporate governance processes. It is unclear at the current time whether the proposed regulations will be applicable in full to 2013-14 onwards, however, we have discussed with management that consideration should be given to the implications for the Joint Board's reporting arrangements arising from the content of the consultation draft and of course from the finalised Regulations once these are known.

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Audit strategy and planning
Mandatory communications

Mandatory communications required by Auditing Standards are set out opposite.

Area	Issue	KPMG response
Fraud risks	▪ It is the responsibility of management to implement accounting and internal control systems which are designed to prevent and detect fraud and error. Such systems reduce but do not eliminate the risk of misstatements caused by fraud or error. ▪ Those charged with governance must ensure, through oversight of management, the integrity of these systems and that appropriate controls are in place, including those for monitoring risk, financial control and compliance with laws. This is in the context of preparing financial statements that give a true and fair view and that do not contain material misstatements arising from fraudulent reporting (intentional misstatements / omissions to deceive the financial statement user) or from the misappropriation of assets.	▪ Our audit procedures are designed to have a reasonable chance of detecting misstatements as a result of fraud or error. The audit team will review and discuss fraud related risks and controls with the treasurer and senior management, and consider the work of internal audit. ▪ Our risk assessment procedures will include a number of interviews with senior personnel concerning processes to identify and respond to risks of fraud.
Related party transactions	▪ Management has processes in place to identify related party transactions and a number were disclosed in the 2012-13 financial statements. All material related party transactions must be disclosed in the financial statements.	▪ We will ensure that there continues to be appropriate processes in place as part of the financial statements preparation process to identify any related party transactions.
Independence	▪ Auditing Standards require us to consider our independence and related matters in our dealings with the Joint Board.	▪ We have provided our formal independence communication in appendix one. In respect of any non-audit services provided to the Joint Board we have completed internal conflict checks to confirm that the services may be provided with no threat to our audit independence.

Audit strategy and planning

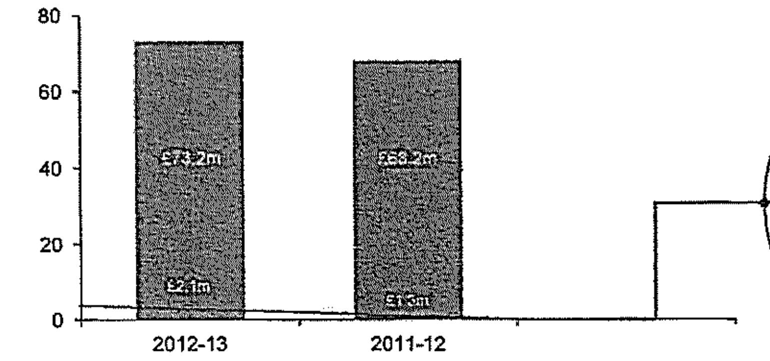
Mandatory communications: audit materiality

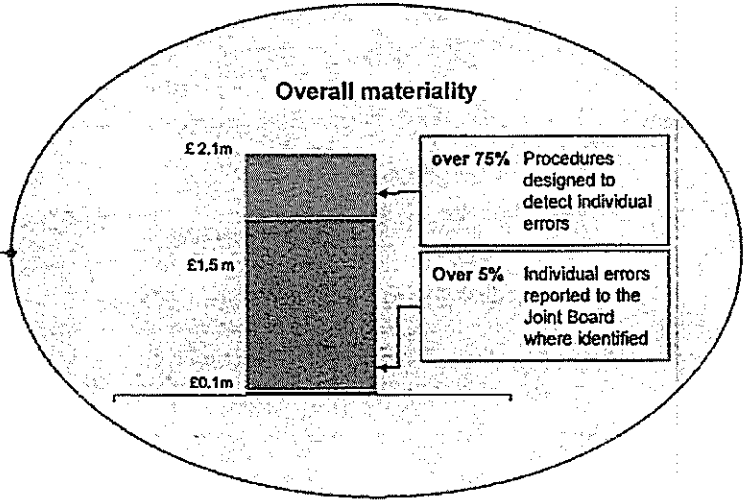
Our audit work is planned to detect errors that are material to the financial statements as a whole.

Our materiality is based on total income and takes into account the low risk nature of the Joint Board.

We are required by Auditing Standards to report to the Joint Board unadjusted audit differences other than non-material, trivial, items.

Total assets





Source: 2012-13 financial statements/planning discussions

Determining materiality

We consider quantitative and qualitative factors in setting materiality and in designing our audit procedures.

We have reassessed our level of materiality this year based on our knowledge and understanding of the Joint Board's risk profile and, therefore, financial statements. Materiality has been set at £2.1 million which is approximately 3% of total assets in 2012-13. This will be revised once draft financial statements for 2013-14 are known.

We design our procedures to detect errors at a lower level of precision, i.e. £1.5 million.

We will report identified errors greater than £0.1m to the Joint Board.

Reporting to the Joint Board

To comply with Auditing Standards, the following three types of audit differences will be reported to the Joint Board:

- material adjusted audit differences;
- unadjusted audit differences; and
- disclosure differences (adjusted and unadjusted).

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Delivery of the audit

KPMG team; reporting

The team benefits from strong continuity at senior level, building on our engagement leaders' involvement in the audit of the Joint Board in 2013-14.

Team member	Role
David Watt *Engagement Director* Tel: 0141 300 5695 Email: david.watt@kpmg.co.uk	David has overall authority and responsibility for the audit engagements, including reporting on the financial statements, and will review key conclusions reached by the engagement team on all accounting and auditing matters.
Keith Macpherson *Audit Senior Manager* Tel: 0141 300 5806 Email: keith.macpherson@kpmg.co.uk	Keith serves as the day-to-day audit liaison between management and KPMG and a first point of contact. He also provides technical accounting, regulatory and other advice in the first instance.
Natalie Dyce *Audit In-charge* Tel: 0141 300 5746 Email: natalie.dyce@kpmg.co.uk	Natalie coordinates the onsite audit fieldwork, liaising directly with the key finance staff in respect of the preparation for, and conduct of the financial statements audit work.

Timetable and reporting

Through regular meetings at appropriate levels, there will be open and regular discussion between management, auditors and management. As a result, accounting and control issues can be identified and reported to allow you to manage them throughout the year.

The table opposite sets out the audit timeline, as well as the timing of our reporting. This is largely unchanged from the prior year, but will be subject to refinement through our discussions with management. We will liaise with internal audit and have regular meetings / communications with management throughout the audit.

Audit Scotland's *Code of Audit Practice* requires us to communicate to management significant findings arising as a result of the audit work completed.

Reports to management will be submitted throughout the course of the year, with draft reports discussed and agreed with management and action plans developed to include the recommendations, target dates for implementation and the member of staff responsible for implementation.

Audit timeline:

- February 2014, planning and risk assessment
- By 16 June 2014, audit strategy document to the members of the Joint Board
- July 2014, substantive audit procedures carried out
- September 2014, completion and sign audit opinion
- 15 September 2014, annual audit report to the members of the Joint Board

Delivery of the audit

Fee arrangements

Our audit fees are set according to the fee ranges set by Audit Scotland.

Fee proposals

Audit Scotland requires that the fee for our work is set within an indicative range, depending on the assessment of risk and other factors facing the Joint Board. The indicative fee range is calculated using a number of inputs:

- a central estimate of the number of days need to do the audit;
- the average remuneration rate for the audit team;
- the contribution to travel and expenses within the sector;
- the contribution towards performance audits, where relevant; and
- the contribution towards other central costs not met by the Scottish Consolidated Fund.

The indicative fee ranges are based on the following assumptions to ensure an efficient audit process:

- draft report, financial statements and full electronic files of supporting work papers available at the start date of our on site visit agreed with officers preferably in electronic format;
- reliance on your internal controls;
- availability of key members of staff during the audit fieldwork; and
- completion within the agreed timetable

Audit Scotland has notified us, and the Joint Board, that the fee range for 2013-14 is £9,530 to £14,290 with a mid-point of £11,910. This represents no increase on the 2012-13 fee level. We have proposed a fee of £11,910, ie. at the mid-point.

Should we be required to undertake significant additional audit work in respect of any of the areas of audit focus or other matters arising, we will discuss with management the impact of this on our proposed fee.

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Appendices

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Appendix one

Independence

Auditing Standards require us to communicate to the members of the Joint Board in writing at least annually on any matters which may reasonably be thought to bear on our independence and set out the safeguards in place in relation to these matters and confirm that we are independent.

Professional ethical standards require us to communicate to you as part of planning all significant facts and matters, including those related to the provision of non-audit services and the safeguards put in place that, in our professional judgement, may reasonably be thought to bear on KPMG LLP's independence and the objectivity of the Audit Director and the audit team. This letter is intended to comply with this requirement although we will communicate any significant judgements made about threats to objectivity and independence and the appropriateness of safeguards put in place.

We are satisfied that our general procedures support our independence and objectivity, except for those detailed below where additional safeguards are in place.

General procedures to safeguard independence and objectivity

KPMG LLP is committed to being and being seen to be independent. As part of our ethics and independence policies, all KPMG LLP Audit Directors and staff annually confirm their compliance with our ethics and independence policies and procedures including in particular that they have no prohibited shareholdings. Our ethics and independence policies and procedures are fully consistent with the requirements of the APB Ethical Standards. As a result we have underlying safeguards in place to maintain independence through:

- Instilling professional values
- Communications
- Internal accountability
- Risk management
- Independent reviews.

Please inform us if you would like to discuss any of these aspects of our procedures in more detail.

Confirmation of audit independence

We confirm that as of 27 March 2014, in our professional judgment, KPMG LLP is independent within the meaning of regulatory and professional requirements and the objectivity of the Audit Director and audit staff is not impaired.

This report is intended solely for the information of the members of the Joint Board and should not be used for any other purposes.

Yours faithfully

KPMG LLP

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Appendix two

Audit Scotland code of audit practice – responsibilities of the Joint Board

Financial statements

Audited bodies' financial statements are an essential part of accounting for their stewardship of the resources made available to them and their performance in the use of those resources. Audited bodies are responsible for:

- ensuring the regularity of transactions, by putting in place systems of internal control to ensure that they are in accordance with the appropriate authority;
- maintaining proper accounting records;
- preparing financial statements which give a true and fair view of their financial position and their expenditure and income, in accordance with the relevant financial reporting framework (eg, the Financial Reporting Manual or an Accounting Code of Practice);
- preparing and publishing with their financial statements an annual governance statement, statement on internal control or statement on internal financial control and a remuneration report; and
- preparing consolidation packs and, in larger bodies, preparing a Whole of Government Accounts return.

Systems of internal control

Audited bodies are responsible for developing and implementing systems of internal control, including risk management, financial, operational and compliance controls. They are required to conduct annual reviews of the effectiveness of their governance, systems of internal control, or internal financial control, and report publicly that they have done so. Such reviews should take account of the work of internal audit and be carried out by those charged with governance, usually through bodies' audit committees.

Prevention and detection of fraud and irregularities

Audited bodies are responsible for establishing arrangements to prevent and detect fraud and other irregularity. This includes:

- developing, promoting and monitoring compliance with standing orders and financial instructions;
- developing and implementing strategies to prevent and detect fraud and other irregularity;
- receiving and investigating alleged breaches of proper standards of financial conduct or fraud and irregularity; and
- participating, when required, in data matching exercises carried out by Audit Scotland.

Standards of conduct and arrangements for the prevention and detection of bribery and corruption

Audited bodies are responsible for ensuring that their affairs are managed in accordance with proper standards of conduct and should put proper arrangements in place for:

- implementing and monitoring compliance with appropriate guidance on standards of conduct and codes of conduct for members and officers;
- promoting appropriate values and standards; and
- developing, promoting and monitoring compliance with standing orders and financial instructions.

Appendix three

Audit Scotland code of audit practice – responsibilities of the Joint Board (continued)

Financial position

Audited bodies are responsible for conducting their affairs and for putting in place proper arrangements to ensure that their financial position is soundly based having regard to:

- such financial monitoring and reporting arrangements as may be specified;
- compliance with any statutory financial requirements and achievement of financial targets;
- balances and reserves, including strategies about levels and future use; and
- the impact of planned future policies and foreseeable developments on their financial position.

Best Value

Achievement of Best Value or value for money depends on the existence of sound management arrangements for services, including procedures for planning, appraisal, authorisation and control, accountability and evaluation of the use of resources. Audited bodies are responsible for ensuring that these matters are given due priority and resources, and that proper procedures are established and operate satisfactorily.

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