
TAY ROAD BRIDGE JOINT BOARD

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TO: ALL MEMBERS OF THE TAY
ROAD BRIDGE JOINT BOARD

Lara Esposito (2)
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(1 PUBLIC & 1 PRIVATE COPY)

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If calling please ask for

Anne Singleton on (01382) 434816

Our Ref AMS/MC
Your Ref
Date 20th February 2015

Dear Member

TAY ROAD BRIDGE JOINT BOARD

Will you please attend a meeting of the **TAY ROAD BRIDGE JOINT BOARD** to be held on Monday, 2nd March, 2015 at 10.00 am in Committee Room 3, 14 City Square, Dundee

The agenda and papers are enclosed.

Apologies should be intimated to Anne Singleton on (01382) 434816.

Yours sincerely

ROGER MENNIE

Clerk to the Board

TAY ROAD BRIDGE JOINT BOARD
MONDAY, 2ND MARCH, 2015 AT 10.00 AM
COMMITTEE ROOM 3, 14 CITY SQUARE, DUNDEE
AGENDA OF BUSINESS

- 1 **MINUTE OF MEETING OF TAY ROAD BRIDGE JOINT BOARD OF 15TH DECEMBER, 2014 - Page 5**

(Copy enclosed).

- 2 **OPERATIONAL RESTRICTIONS AND CLOSURES - Page 7**

(Report No TRB1-2015 enclosed).

- 3 **REVENUE MONITORING – TEN MONTHS TO 31ST JANUARY, 2015 - Page 11**

(Report No TRB2-2015 enclosed).

- 4 **CAPITAL MONITORING – TEN MONTHS TO 31ST JANUARY, 2015 - Page 15**

(Report No TRB3-2015 enclosed).

- 5 **DATE OF NEXT MEETING**

Monday, 8th June, 2015 at 10.00 am in Committee Room 3, 14 City Square, Dundee.

At a MEETING of the TAY ROAD BRIDGE JOINT BOARD held at Dundee on 15th December, 2014.

Present:-

Councillors Brian THOMSON, Bill CAMPBELL, Jim YOUNG, Andy HEER, Bill CONNOR, Jimmy BLACK, Will DAWSON, Ken LYNN and Fraser MACPHERSON.

Councillor Jimmy BLACK, Vice-Chairman, in the Chair.

I MINUTE OF MEETING OF TAY ROAD BRIDGE JOINT BOARD OF 15TH SEPTEMBER, 2014

The minute of the above meeting was submitted and noted.

II ENGINEERING WORKS

There was submitted Report No TRB33-2014 by the Engineer advising the Joint Board of the current situation regarding engineering works on the bridge.

The Joint Board agreed to note the position on current progress.

III OPERATIONAL RESTRICTIONS AND CLOSURES

There was submitted Report No TRB26-2014 by the Bridge Manager, advising the Joint Board of the number and nature of operational restrictions and closures applied between 1st August, 2014 and 31st October, 2014.

The Joint Board noted accordingly.

IV REVENUE MONITORING - SEVEN MONTHS TO 31ST OCTOBER, 2014

There was submitted Report No TRB29-2014 by the Treasurer, advising the Joint Board of the current monitoring position of its 2014/2015 Revenue Budget.

The Joint Board agreed to note the content of the Revenue Monitoring Report as at 31st October, 2014.

V CAPITAL MONITORING - SEVEN MONTHS TO 31ST OCTOBER, 2014

There was submitted Report No TRB30-2014, advising the Joint Board of the current monitoring position of its 2014/2015 Capital Budget.

The Joint Board agreed to note the content of the Capital Monitoring Report as at 31st October, 2014.

VI REVENUE BUDGET 2015/2016

There was submitted Report No TRB31-2014 by the Treasurer and Bridge Manager advising members of the Joint Board on the proposed Revenue Budget of the Tay Road Bridge for the financial year 2015/2016.

The Board approved the 2015/2016 Revenue Budget detailed in the report.

VII CAPITAL PLAN 2015/2016 TO 2017/2018

There was submitted Report No TRB32-2014 by the Treasurer advising of the Board's Capital Plan for the period of 2015/2016 to 2017/2018 inclusive.

The Board approved the Capital Plan as detailed in Appendix A of the report, subject to confirmation of grant funding by the Scottish Government.

VIII EMPLOYMENT EQUALITY MONITORING ANNUAL REPORT

There was submitted Report No TRB28-2014 by the Bridge Manager advising the Board of the results of equality monitoring carried out in accordance with the Board's Single Equality Scheme and reporting on the progress towards meeting the commitments made in the Scheme.

The Board noted the information contained in Appendix 1 to the report, and approved its publication on the Tay Road Bridge website.

IX HEALTH & SAFETY MONITORING

There was submitted Report No TRB24-2014 by the Bridge Manager advising the Board members of performance relating to Health & Safety in 2014.

The Board noted the outcomes of the report and agreed the findings of the review as detailed in the report.

X INTRODUCTION OF SOCIAL MEDIA USAGE POLICY AND GUIDELINES FOR STAFF

There was submitted Report No TRB25-2014 by the Bridge Manager seeking approval of the Bridge Manager's recommendation to introduce Social Media Usage Policy and Guidelines into the Terms and Conditions of all Tay Road Bridge Joint Board employees.

The Joint Board agreed to implement the Bridge Manager's recommendation to introduce Social Media Usage Guidelines into the Terms and Conditions of all Tay Road Bridge Joint Board employees, as detailed in the report.

XI STAFFING STRUCTURE AT THE TAY ROAD BRIDGE

There was submitted Report No TRB23-2014 by the Bridge Manager seeking approval to proposals for a revised staffing structure for an alternative method of delivering a safety boat service at the Tay Road Bridge in order to provide a more efficient and enhanced service delivery in relation to the inspection and maintenance of the Board's Asset, as defined in the Tay Road Bridge Joint Board's Asset management Plan.

The Joint Board approved the report and the proposals outlined therein, and remitted the Bridge Manager to implement them.

XII VOLUNTARY EARLY RETIREMENT/VOLUNTARY REDUNDANCY SCHEME

There was submitted Report No TRB27-2014 by the Bridge Manager seeking approval of a proposed Voluntary Early Retirement/Voluntary Redundancy Scheme which would facilitate rationalisation and restructuring of the Board's service to achieve efficiencies and savings.

The Board approved the proposed Voluntary Early Retirement/Voluntary Redundancy Scheme attached as Appendix 1 to the report and agreed that current arrangements for dealing with early retirements in the efficiency of the service, or on the grounds of voluntary redundancy, incorporate the sliding scale of added years relative to pensionable service, as shown in Appendix 1 to the report.

XIII DATES OF MEETINGS 2015

Monday, 2nd March, 2015 at 10.00 am, Dundee
Monday, 8th June, 2015 at 10.00 am, Dundee
Monday, 7th September, 2015 at 10.00 am, Dundee
Monday, 7th December, 2015 at 11.00 am, Fife

Jimmy BLACK, Vice-Chairman, in the Chair.

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 2 MARCH 2015
REPORT ON: REPORT ON OPERATIONAL RESTRICTIONS AND CLOSURES
REPORT BY: THE BRIDGE MANAGER
REPORT NO: TRB 01- 2015

1 PURPOSE OF REPORT

- 1.1 To appraise the Joint Board of the number and nature of operational restrictions and closures applied between 1 November 2014 and 31 January 2015.

2 RECOMMENDATIONS

The Board are asked to note the contents of this Report as at 31 January 2015.

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, such as carriageway inspections. Miscellaneous incidents include removing pedestrians from the carriageway.

A summary of the restrictions applied between 1 November 2014 and 31 January 2015 is given over:-

5.1.1 Single Carriageway Closure

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational	329	101	3
Breakdown	183	20	9
Misc. Incidents	51	15	3
Road works TRBJB	0	0	0
Road works Contractor Contra-flow	1410	1	1410
Police Incidents	60	3	20

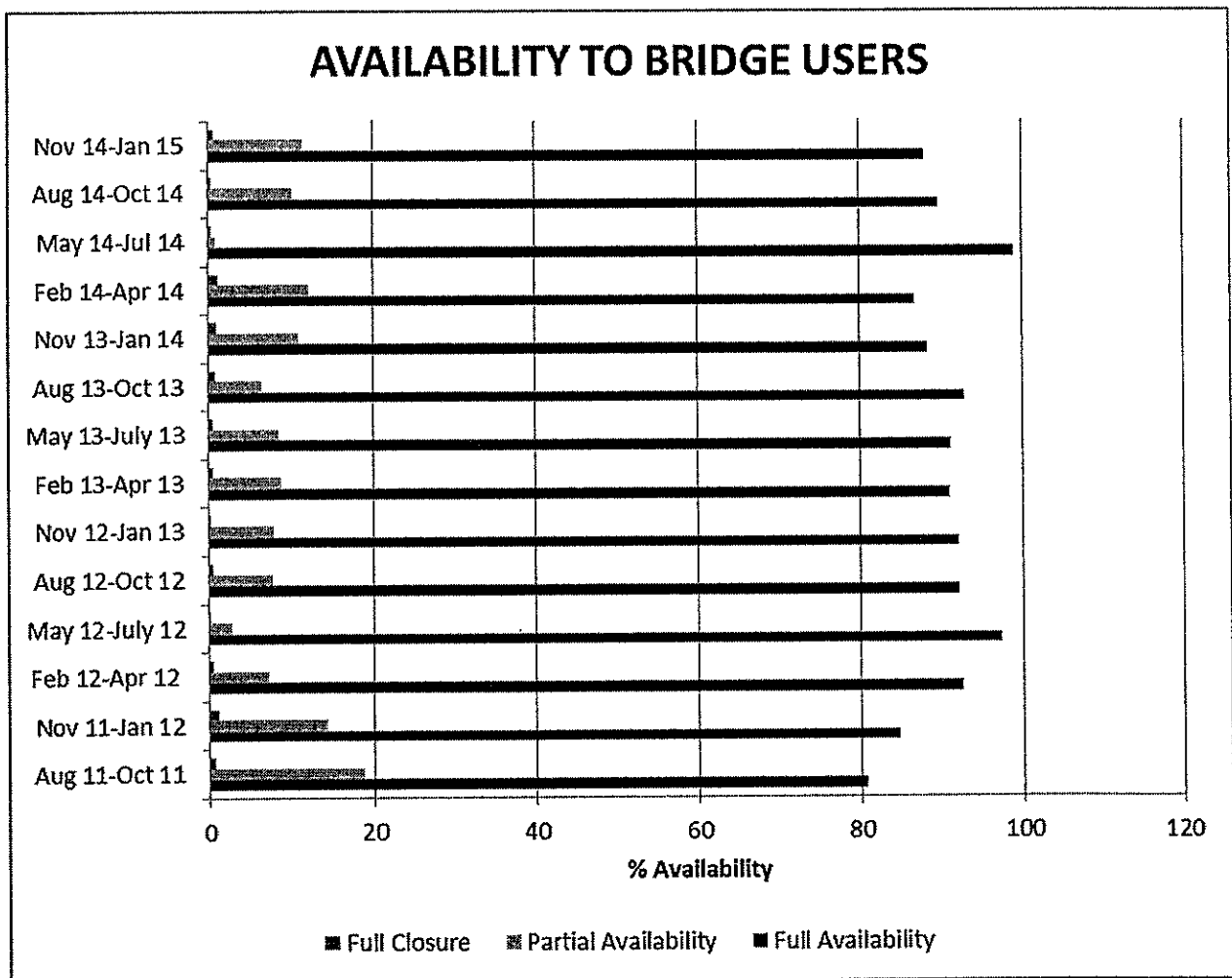
5.1.2 Full Bridge Closure

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational (Night Closures)	0	0	0
Police Incidents	6	2	3
Wind	870	4	218

5.1.3 High Winds/Weather Restrictions

Traffic restricted	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Double Deck Buses	10425	35	298
High Sided	2585	11	235
All traffic	870	4	218

5.1.4 Availability of Bridge



	Nov 13-Jan 14	Feb 14-Apr 14	May 14 – Jul 14	Aug 14 – Oct 14	Nov 14 – Jan 15
Full Availability	88.3	86.8	98.96	89.62	87.98
Partial Availability	10.8	12.14	0.98	10.13	11.36
Full Closure	0.9	1.06	0.06	0.25	0.66

Figure 1 – Comparison of Availability of Bridge to Users

Strong winds have resulted in reducing full availability in this quarter, up 0.41% on the last quarter. Full closure remains low at 0.66%.

5.1.5 Summary of Bridge availability 1 February to 30 April 2014

Full availability (No restrictions)	87.98 %
Partial Availability (Some restrictions)	11.36 %
No Availability (Full Closure)	0.66 %

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
5 February 2015**

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 2 MARCH 2015
 REPORT ON: REVENUE MONITORING - 10 MONTHS TO 31 JANUARY 2015
 REPORT BY: THE TREASURER
 REPORT NO: TRB 2-2015

ITEM No: 3

1 PURPOSE OF REPORT

The purpose of this report is to appraise the Joint Board of the current monitoring position of it's 2014/2015 Revenue Budget.

2 RECOMMENDATIONS

It is recommended that the Joint Board note the content of this Revenue Monitoring Report as at 31 January 2015.

3 FINANCIAL IMPLICATIONS

3.1 The current outturn position for the financial year 2014/2015 is projecting a £10,000 underspend against the 2014/2015 Revenue Budget based on the financial information available at 31 January 2015.

3.2 Following the removal of tolls the Board's Revenue Expenditure is now financed by an annual Revenue Grant from Scottish Government.

Due to the fact that the Board's Revenue Expenditure is fully funded by grant any underspend achieved will result in unspent grant being carried forward, with the agreement of the Scottish Government, to fund future years' Revenue Expenditure. Underspends achieved in previous years have resulted in a Revenue Grant Balance carried forward into 2014/2015 of £537,065. This balance will be used to fund any overspend in the current financial year before any contributions are made from the General Fund Reserve Balance.

3.3 The projected underspend, if it materialised, would result in a projected Revenue Grant Balance carried forward of £547,065 at 31 March 2015. This level of Revenue Grant Balance carried forward is subject to negotiation with the Scottish Government. This would also result in an unchanged General Fund Reserve of £1,160,591 at 31 March 2015. This level of retained reserves is subject to negotiation with the Scottish Government.

3.4 An underspend of £4,000 is projected in relation to Administration Staff Costs. This is due to the Bridge Manager's position being re-graded prior to being advertised. This is a partial year saving.

3.5 An underspend of £3,000 is projected in relation to Administration Supplies and Services Costs. This is due to a reduction in expenditure on equipment purchase and equipment maintenance.

3.6 An underspend of £13,000 is projected in relation to Operations' Staff Costs. This is due to a vacant post being filled at the bottom of the salary scale and a projected underspend on overtime expenditure.

3.7 An underspend of £32,000 is projected in relation to Plant and Equipment Supplies and Services Costs. This is due to £7,000 underspend in relation to the Gantries not being in full operational use, £4,000 underspend in relation to the Safety Boat as there are no major contracts in progress, £6,000 underspend in relation to plant hire and materials for Bridge Lighting which is unlikely to be spent, £4,000 underspend in relation to Traffic Signs due to new signage requiring less maintenance, £7,000 underspend on CCTV as maintenance contract expenditure has been reduced for this year and £11,000 saving on Cathodic

Protection maintenance costs because of restricted access due to the gantries being out of use. These underspends are offset by a £7,000 overspend in relation to a new Uninterrupted Power Supply at the Dundee Abutment which was required to bring the system up-to-date.

- 3.8 An underspend of £14,000 is projected in relation to Plant and Equipment Third Party Payments. This is due to a £4,000 underspend in relation to the Gantries being out of use and a £10,000 underspend on Cathodic Protection professional fees.
- 3.9 An overspend of £64,000 is projected in relation to Bridge Maintenance Staff Costs. This is due to projected additional expenditure of £99,000 in relation to the Voluntary Early Retirement / Voluntary Redundancy (VER/VR) scheme if all the staff that have indicated interest in the scheme accept their offers. This is offset by projected underspend of £27,000 in relation to a vacant post remaining unfilled and a £8,000 saving on overtime due to the lack of major contracts.
- 3.10 An underspend of £9,000 is projected in relation to Bridge Maintenance Supplies and Services. This is due to a projected saving in expenditure on plant hire and materials for Substructure, Superstructure, North Viaduct, Dundee and Fife Abutments.
- 3.11 An overspend of £1,000 is projected in relation to Bridge Maintenance Third Party Payments. This is due to £6,000 of additional expenditure required for a Review of the Gantry Operational Maintenance Manual to update it in advance of the Gantries becoming operational after a period of in-operation. This is offset by a projected £5,000 underspend on the budget for Contractors over various cost centres which is unlikely to be spent.

4 RISK ASSESSMENT

In preparing the Board's Annual Revenue Budget (see Report TRB 22-2013), the Treasurer considered the key strategic, operational and financial risks faced by the Board over this period. In order to alleviate the impact these risks may have should they occur, a number of general risk mitigating factors are utilised by the Board. These include:

- a system of perpetual detailed monthly budget monitoring with latest positions reported to quarterly Board meetings;
- the level of General Fund Reserve balances available to meet any unforeseen expenditure;
- the level of other cash backed reserves available to meet any unforeseen expenditure;
- the possibility of identifying further budget savings and efficiencies during the year if required; and
- the possibility of identifying new income streams during the year.

5 POLICY IMPLICATIONS

None

6 CONSULTATIONS

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

7 BACKGROUND PAPERS

None

MARJORY STEWART
TREASURER

20 FEBRUARY 2015

APPENDIX A

TAY ROAD BRIDGE JOINT BOARDREVENUE MONITORING AS AT 31 JANUARY 2015

	Revenue Budget 2014/15 £	Expenditure to 31 January 2015 £	Final Projection 2014/15 £	Variance from Budget £	Paragraph Reference
EXPENDITURE					
<u>Administration</u>					
Staff Costs	186,737	152,108	182,737	(4,000)	(3.4)
Property Costs	18,200	14,888	18,200	-	
Supplies and Services	169,791	131,497	166,791	(3,000)	(3.5)
Transport Costs	1,100	44	1,100	-	
Third Party Payments	77,843	30,513	77,843	-	
	453,671	329,050	446,671	(7,000)	
<u>Operations</u>					
Staff	498,657	399,876	485,657	(13,000)	(3.6)
Supplies & Services	7,500	3,502	7,500	-	
	506,157	403,378	493,157	(13,000)	
<u>Plant and Equipment</u>					
Property	35,150	23,750	35,150	-	
Supplies & Services	118,450	56,338	86,450	(32,000)	(3.7)
Transport	43,700	35,826	43,700	-	
Third Party Payments	17,650	585	3,650	(14,000)	(3.8)
	214,950	116,499	168,950	(46,000)	
<u>Bridge Maintenance</u>					
Staff	445,325	336,331	509,325	64,000	(3.9)
Property	17,800	5,481	17,800	-	
Supplies & Services	54,150	14,796	45,150	(9,000)	(3.10)
Transport	550	68	550	-	
Third Party Payments	29,750	23,080	30,750	1,000	(3.11)
	547,575	379,756	603,575	56,000	
GROSS EXPENDITURE	1,722,353	1,228,683	1,712,353	(10,000)	
INCOME					
Scottish Government Revenue Grant	1,700,000	1,416,667	1,700,000	-	
Interest on Revenue Balances	12,000	-	12,000	-	
Kiosk Rent	10,213	7,660	10,213	-	
Miscellaneous	140	556	140	-	
GROSS INCOME	1,722,353	1,424,883	1,722,353	-	
TOTAL NET DEFICIT/(SURPLUS)	-	(196,200)	(10,000)	(10,000)	

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 2 MARCH 2015
 REPORT ON: CAPITAL MONITORING - 10 MONTHS TO 31 JANUARY 2015
 REPORT BY: THE TREASURER
 REPORT NO: TRB 3-2015

ITEM No: 4

1 PURPOSE OF REPORT

The purpose of this report is to appraise the Joint Board of the current monitoring position of its 2014/2015 Capital Budget.

2 RECOMMENDATIONS

It is recommended that the Joint Board note the content of this Capital Monitoring Report as at 31 January 2015.

3 FINANCIAL IMPLICATIONS

The Joint Board's 2014/2015 Capital Expenditure Programme of £774,000 was approved by the Board on 16 December 2013 (Report TRB 23-2013). From 1 April 2008 the Board's Capital Expenditure projects are being financed through Scottish Government Capital Grant.

Since the Capital Budget for 2014/2015 was approved, there has been slippage of £227,000 from the 2013/2014 capital expenditure programme into 2014/2015. There have also been net budget reductions in 2014/2015 of £180,000. The capital outturn for the financial year 2014/2015 (as detailed in Table 1 on Appendix A) is projected to be £821,000 (i.e. a net increase of £47,000 from the originally approved budget) based on the financial ledger information up to 31 January 2015 and this will be funded from 2014/2015 Capital Grant of £500,000 and Capital Grant carried forward from previous years of £321,000. This results in a projected Capital Grant carried forward into 2015/2016 of £854,000 (as detailed in Table 2 on Appendix A).

4 REASONS FOR CAPITAL EXPENDITURE NET INCREASE

The main reasons for the net increase of £47,000 can be summarised as follows:

	£000
<u>Slippage from 2013/2014:</u>	
New Vehicles	30
Carriageway Resurfacing	42
Gantry Miscellaneous	40
CCTV/Ice Detection/CP Monitoring Equipment	65
Paintwork to Box Girders	50
<u>Budget Adjustments:</u>	
Safety Boat	(10)
Carriageway Resurfacing	33
Gantry Miscellaneous	1
CCTV/Ice Detection/CP Monitoring Equipment	(105)
Paintwork to Box Girders	(100)
Pier Collision Protection Works	1
Total Budget Adjustments	47

5 RISK ASSESSMENT

- 5.1 There are a number of risks which may have an impact on the Capital expenditure programme for 2014/2015. The main areas of risk are set out below, together with the mechanisms in place to help mitigate these risks.
- 5.2 Construction cost inflation levels remain relatively low, however they can on occasion be relatively high in comparison to general inflation. Therefore delays in scheduling and letting contracts may lead to increases in projected costs. Every effort will be made to ensure delays are avoided wherever possible and any increase in costs minimised.
- 5.3 Slippage in the Capital programme leads to the need to reschedule projects in the current year and possibly future years, therefore creating problems in delivering the programme on time. For this reason the programme is carefully monitored and any potential slippage is identified as soon as possible and any corrective action taken.
- 5.4 Capital projects can be subject to unforeseen price increases. The nature of construction projects is such that additional unexpected costs can occur. Contingencies are built into the budget for each capital project and these are closely monitored throughout the project.
- 5.5 There is risk associated with projects that are not yet legally committed as the works are not yet tendered for, and there is potential for costs to be greater than the allowance contained within the Capital Plan. As the majority of spend on these projects is in future years, the risk in the current year is not significant. Future years' Capital programme will be adjusted to reflect updated cost estimates.
- 5.6 The Capital Monitoring report and the Engineer's report provide information on individual projects contained within the Capital Budget and the impact of expenditure movements on the future financial years.

6 POLICY IMPLICATIONS

None

7 CONCLUSION

The Board's 2014/2015 capital programme is showing a projected capital spend of £821,000 which will be funded from Scottish Government grant.

The 2014/2015 capital expenditure programme will continue to be monitored on a regular basis throughout the remainder of the current financial year.

8 CONSULTATIONS

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

9 BACKGROUND PAPERS

None

MARJORY STEWART
TREASURER

20 FEBRUARY 2015

TAY ROAD BRIDGE JOINT BOARD

TABLE 1: CAPITAL EXPENDITURE MONITORING - 10 MONTHS TO 31 JANUARY 2015

Expenditure	Capital Budget 2014/15 £000	Slippage from 2013/14 £000	Budget Adjust £000	Slippage into 2015/16 £000	Revised Capital Budget 2014/15 £000	Actual to 31 Jan 2015 £000	Projected Outturn 2014/15 £000	Variance from Budget £000
Safety Boat	10	-	(10)	-	-	-	-	-
New Vehicles	-	30	-	-	30	-	30	-
Carriageway Resurfacing	140	42	33	-	215	202	215	-
Gantry - Miscellaneous	25	40	1	-	66	66	66	-
CCTV/Ice Detection/CP Monitoring Equipment	50	65	(105)	-	10	8	10	-
Miscellaneous Projects	50	-	-	-	50	41	50	-
Paintwork to Box Girders	50	50	(100)	-	-	-	-	-
Pier Collision Protection to Navigation Spans	389	-	1	-	390	390	390	-
Replacement of Expansion Joints	60	-	-	-	60	60	60	-
	<u>774</u>	<u>227</u>	<u>(180)</u>	-	<u>821</u>	<u>767</u>	<u>821</u>	-
Funded by:								
Capital Grant 2014/2015	£000	£000	£000	£000	£000	£000	£000	£000
Unapplied Capital Grant brought forward from Previous Years	500	-	-	-	500	417	500	-
Contribution from General Fund Reserve	274	227	(180)	-	321	-	321	-
Capital Receipt	-	-	-	-	-	-	-	-
	<u>774</u>	<u>227</u>	<u>(180)</u>	-	<u>821</u>	<u>350</u>	<u>821</u>	-

TABLE 2: Unapplied Capital Grant Projected Carry Forward:

Unapplied Capital Grant Brought Forward	£000
	1,175
Add: Capital Grant Received 2014/2015	500
Less: Capital Grant Utilised 2014/2015	(821)
Unapplied Capital Grant Carried Forward to 2015/2016	<u>854</u>

