At a MEETING of the **TAY ROAD BRIDGE JOINT BOARD** held at Dundee on 7th September, 2015.

Present:-

Councillors Margaret TAYLOR, Brian THOMSON, Jimmy BLACK, Bill CAMPBELL, Depute Lord Provost Christina ROBERTS (substituting for Will DAWSON), Ken LYNN, Jim YOUNG, Andy HEER and Bill CONNOR.

Councillor Margaret TAYLOR, Convener, in the Chair.

Prior to the commencement of business, the Chairman presented prizes to Matthew Gilmore and Andrew Miller of Perth Academy whose team were winners of the Engineering Encounters Competition sponsored by the Tay Road Bridge Joint Board. The Chairman also presented prizes to the second placed team of Lewis Dunbar and Reagin Hamilton, also of Perth Academy. The Joint Board extended their congratulations to the winners and runners-up.

I MINUTE OF MEETING OF TAY ROAD BRIDGE JOINT BOARD OF 18TH JUNE, 2015

The minute of the above meeting was submitted and noted, subject to the substitution in paragraph V of "Tayport" to "Newport".

II ENGINEERING WORKS

There was submitted Report No TRB24-2015 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 TRB13-2015 by the Bridge Manager, advising the Joint Board of the number and nature of operational restrictions and closures applied between 1st May, 2014 and 31st July, 2015.

The Joint Board noted accordingly.

IV REVENUE MONITORING - FOUR MONTHS TO 31ST JULY, 2015

There was submitted Report No TRB20-2015 by the Treasurer, advising the Joint Board of the current monitoring position of its 2015/2016 Revenue Budget.

The Joint Board agreed to note the content of this Revenue Monitoring Report as at 31st July, 2015.

V CAPITAL MONITORING - FOUR MONTHS TO 31ST JULY, 2015

There was submitted Report No TRB21-2015, advising the Joint Board of the current monitoring position of its 2015/2016 Capital Budget.

The Joint Board agreed to note the content of this Capital Monitoring Report as at 31st July, 2015.

VI INTERNAL AUDIT - ANNUAL AUDIT PLAN 2015/2016

There was submitted Report No TRB22-2015 by the Treasurer, presenting to the Board the Internal Audit Annual Audit Plan prepared by Henderson Loggie.

The Board noted the contents of the Internal Audit Annual Audit Plan for 2015/2016 which was based on the detailed Internal Audit Needs Assessment and Strategic Plan 2013 to 2016.

VII AUDITED ACCOUNTS 2014/2015

(a) RESPONSE TO EXTERNAL AUDITOR'S REPORT

There was submitted Report No TRB23-2015 by the Treasurer, responding to the report prepared by the Board's External Auditor on the audit of Tay Road Bridge Joint Board for the year ended 31st March, 2015.

The Joint Board agreed to:-

(i) endorse the report as the formal response to the External Auditor's report;

(ii) note that the External Auditor's findings and conclusions were favourable; and

(iii) instruct the Treasurer to monitor the implementation of the agreed action plan appended to the report.

(b) AUDITED ACCOUNTS

There was submitted and noted the Audit Statement of Accounts for the year ended 31st March, 2015.

(c) EXTERNAL AUDITOR'S REPORT

There was submitted and noted the Annual Audit Report to the Tay Road Bridge Joint Board for the year ended 31st March, 2015.

VIII REPORT ON ANNUAL REVIEW OF STRATEGIC RISK MANAGEMENT

There was submitted Report No TRB15-2015 by the Bridge Manager, advising the Joint Board of the annual review of Strategic Risk Management issues.

The Board agreed to note the contents of the Report and changes made to the Strategic Risk Register given in the Appendix to the report.

IX MAINSTREAMING EQUALITY PROGRESS REPORT 2015

There was submitted Report No TRB14-2015 by the Bridge Manager seeking Joint Board approval for the publication on the Tay Road Bridge web site of a Mainstreaming Equality Progress Report 2015.

The Committee agreed to approve the publication of the Mainstreaming Equality Progress Report 2015, as detailed in the Appendix to the report.

X COMMUNICATIONS STRATEGY

There was submitted Report No TRB16-2015 by the Bridge Manager seeking Joint Board approval to adopt a Communication Strategy, to include a new logo and web site, in order to help enhance the way that the Board communicate with bridge users, staff members, Board officers and members of the Board.

The Joint Board instructed the Bridge Manager to implement the recommendations made in the Communications Strategy at Appendix A to the report, and to accept of the design of a new web site and new logo as shown at Appendix B to the report.

XI DATA PROTECTION POLICY

There was submitted Report No TRB17-2015 by the Bridge Manager seeking Joint Board approval of the introduction of a formal Data Protection Policy, along with the introduction of a handout explaining the Board's data protection responsibilities to be issued to all staff on induction.

The Joint Board approved the introduction of a formal Tay Road Bridge Joint Board Data Protection Policy as detailed at Appendix A to the report, and staff induction handout as detailed at Appendix B to the report.

XII FREEDOM OF INFORMATION (SCOTLAND) ACT POLICY

There was submitted Report No TRB18-2015 by the Bridge Manager seeking approval for the introduction of a formal Freedom of Information (Scotland) Act Policy, along with the inclusion of a statement in the Board's Scheme of Delegation highlighting the Bridge Manager as the individual responsible for implementing the FOISA at the Board.

The Joint Board approved the introduction of a formal Freedom of Information (Scotland) Act Policy as shown at Appendix A to the report, along with the inclusion of a statement in the Board's Scheme of Delegation highlighting the Bridge Manager as the individual responsible for implementing the FOISA at the Board, shown at Appendix B to the report.

XIII LOCAL AUTHORITY PENSION SCHEME 2015 - EMPLOYING AUTHORITY DISCRETIONS

There was submitted Report No TRB19-2015 by the Treasurer outlining the discretions available to the Tay Road Bridge Joint Board, as a local government employing authority, following changes in Pension Scheme Regulations and how these will be applied.

The Joint Board approved the recommendations in Appendix A to the report in respect of discretions to be applied for the Tay Road Bridge Joint Board as employing authority.

XIV DATE OF NEXT MEETING

Monday, 7th December, 2015 at 11 am in Fife.

Margaret TAYLOR, Chairperson.

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 7 DECEMBER 2015

REPORT ON: ENGINEERING WORKS

REPORT BY: ENGINEER TO THE BOARD

REPORT NO: TRB 31-2015

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 note the position on current progress.

3 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising from this report.

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.

7 BACKGROUND

7.1 Central Walkway Surfacing Replacement

Reference is made to Article III of the Tay Road Bridge Joint Board meeting of 8 June 2014 where the Clerk to the Board was instructed to accept the offer of £463,995.00 from Raynesway Construction Ltd for the removal of the existing surfacing over the whole length of the central walkway and its replacement with glass reinforced plastic (GRP) flooring board. The overall expenditure of £540,000.00 was authorised which included an allowance of £25,000 for professional fees and £51,005.00 for contingencies.

Raynesway Construction Ltd were subsequently appointed and site works commenced on Monday 7 September 2015. Works were carried out with the minimum of disruption to bridge users and were completed on 13 November 2015. The works were carried out to a high quality standard and completed under budget with the overall expenditure on the project anticipated to be approximately £465,000.

7.2 Cathodic Protection Monitoring Equipment

A cathodic protection (CP) system was installed over the years 1987 to 1994 to protect the reinforced concrete columns of the bridge from corrosion. Part of the system includes a power supply and systems monitoring equipment. The CP monitoring system is now over 20 years old, nearing the end of its design life and using outdated software. As such an allowance of £150,000 has been made in the Capital Plan in 2016/17 to replace it.

7.3 Paintwork to Box Girders

Major repainting works were carried out to the bridge box girders from 1990 to 1995. The paint system had a required durability of no maintenance up to 6 years, minor maintenance at 6 to 12 years and major maintenance after 12 years. The paint system used was an acrylated rubber system and this type of paint system does not meet current requirements set out by the Environmental Protection Act, is no longer readily available and cannot be used for large maintenance painting schemes.

It is proposed to carry out a full inspection of the 20 year old paint system on the bridge in 2016/17 and seek specialist advice as to the appropriate way forward. Given the age of the paint system, it is considered prudent at this stage to make allowances within the Capital Plan currently with a view to starting in 2017/18. It is envisaged that works would be carried out in stages over a 4 year period.

A full report will be brought to the Board in due course.

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/JM

Dundee City Council
Dundee House
Dundee

18 November 2015

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 7 DECEMBER 2015

REPORT ON: REPORT ON OPERATIONAL RESTRICTIONS AND CLOSURES

REPORT BY: THE BRIDGE MANAGER

REPORT NO: TRB 29- 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 August 2015 and 31 October 2015.

2 RECOMMENDATIONS

The Board are asked to note the contents of this Report as at 31 October 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 August 2015 and 31 October 2015 is given over:-

5.1.1 **Single Carriageway Closure**

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational	443	137	3.2
Breakdown	99	11	9
Misc. Incidents	82	35	2.3
Road works TRBJB	0	0	0
Road works Contractor Contra-flow	0	0	0
Police Incidents	99	8	12.4

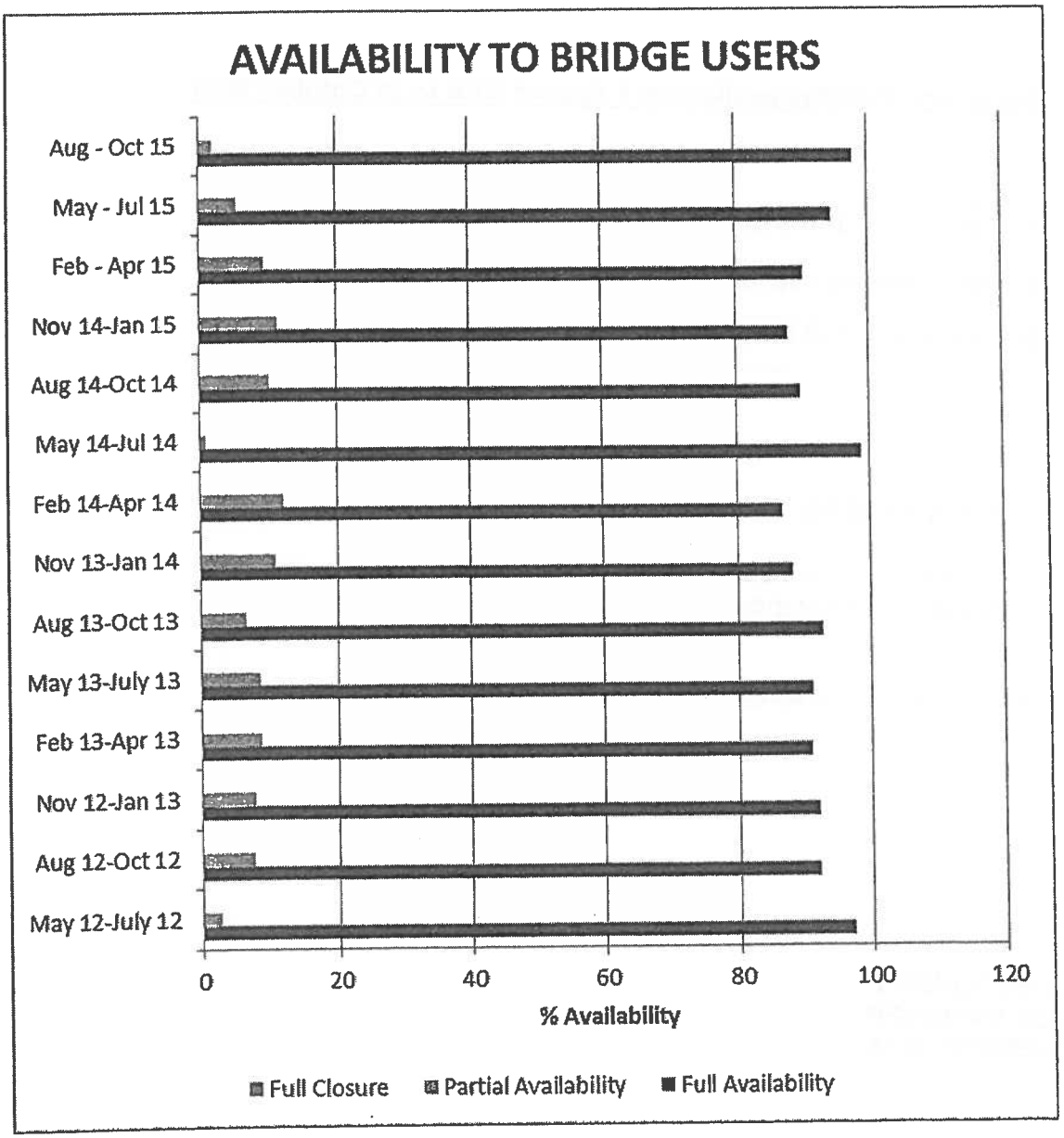
5.1.2 **Full Bridge Closure**

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational (Night Closures)	0	0	0
Police Incidents	250	8	31.3
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	1264	6	210.7
High Sided	495	3	165
All traffic	0	0	0

5.1.4 Availability of Bridge



	Aug 14 – Oct 14	Nov 14 – Jan 15	Feb 15 – Apr 15	May 15 – Jul 15	Aug 15 – Oct 15
Full Availability	89.62	87.98	90.32	94.6	97.94
Partial Availability	10.13	11.36	9.37	5.35	1.87
Full Closure	0.25	0.66	0.31	0.05	0.31

Figure 1 – Comparison of Availability of Bridge to Users

Calm weather has improved partial and full availability this quarter, and full closure remains low at 0.31%.

5.1.5 Summary of Bridge availability 1 August 2015 to 31 October 2015

Full availability (No restrictions)	97.94 %
Partial Availability (Some restrictions)	1.87 %
No Availability (Full Closure)	0.19 %

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
3 NOVEMBER 2015

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 7 DECEMBER 2015

REPORT ON: REVENUE MONITORING - 7 MONTHS TO 31 OCTOBER 2015

REPORT BY: THE TREASURER

REPORT NO: TRB 25-2015

1 PURPOSE OF REPORT

The purpose of this report is to appraise the Joint Board of the current monitoring position of it's 2015/2016 Revenue Budget.

2 RECOMMENDATIONS

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

3 FINANCIAL IMPLICATIONS

3.1 The current outturn position for the financial year 2015/2016 is projecting a £145,000 underspend against the 2015/2016 Revenue Budget based on the financial information available at 31 October 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 2015/2016 of £570,146. 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 £715,146 at 31 March 2016. 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 2016. This level of retained reserves is subject to negotiation with the Scottish Government.

3.4 An overspend of £9,000 is projected in relation to Administration Staff Costs. This is due to anticipated training costs of £18,000 in relation to formal Bridge Inspector training courses. This is a three yearly training programme, with future refresher courses anticipated to have a triennial cost of £12,000. This is offset by £9,000 of savings resulting from a vacant post remaining unfilled for four months.

3.5 An overspend of £5,000 is projected in relation to Administration Property Costs. This is due to the refurbishment of the control room including replacement of the air conditioning system.

3.6 An underspend of £5,000 is projected in relation to Administration Supplies and Services Costs. This is due to a reduction in Insurance Premiums.

3.7 An overspend of £6,000 is projected in relation to Administration Third Party Payments. This is due to the cost of redesigning Tay Road Bridge's website (see TRB 16-2015).

3.8 An underspend of £9,000 is projected in relation to Operations Staff Costs. This is in relation to staff turnover with a vacant post remaining unfilled for several months.

3.9 An overspend of £38,000 is projected in relation to Plant and Equipment Supplies and Services. This is due to projected expenditure of £36,000 for Hire of the Safety Boat as per the agreed contract (see TRB 5-2015) and projected additional expenditure of £2,000 for emergency call-outs for the hire of the Safety Boat.

3.10 An underspend of £14,000 is projected in relation to Plant and Equipment Transport Costs. This is in relation to a projected £9,000 reduction in the Marine Insurance Premium as a result of disposing of the Safety Boat and a projected reduction of £5,000 for harbourage costs as a result of the sale of the Safety Boat.

3.11 An underspend of £175,000 is projected in relation to Bridge Maintenance Staff Costs. This is due to the projected savings in relation to the Staff Restructure and associated Voluntary Early Retirement / Voluntary Redundancy (VER/VR) scheme.

4 RISK ASSESSMENT

In preparing the Board's Annual Revenue Budget (see Report TRB 31-2014), 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

24 NOVEMBER 2015

APPENDIX A

TAY ROAD BRIDGE JOINT BOARD

REVENUE MONITORING AS AT 31 OCTOBER 2015

	Revenue Budget 2015/16	Expenditure to 31 Oct 2015	Final Projection 2015/16	Variance from Budget	Paragraph Reference
	£	£	£	£	
EXPENDITURE					
Administration					
Staff Costs	186,195	92,812	195,195	9,000	(3.4)
Property Costs	18,700	19,401	23,700	5,000	(3.5)
Supplies and Services	174,906	102,772	169,906	(5,000)	(3.6)
Transport Costs	700	232	700	-	
Third Party Payments	82,369	47,113	88,369	6,000	(3.7)
	462,870	262,330	477,870	15,000	
Operations					
Staff	497,575	273,155	488,575	(9,000)	(3.8)
Supplies & Services	7,500	1,498	7,500	-	
	505,075	274,653	496,075	(9,000)	
Plant and Equipment					
Property	35,150	9,406	35,150	-	
Supplies & Services	115,050	47,636	153,050	38,000	(3.9)
Transport	49,800	14,833	35,800	(14,000)	(3.10)
Third Party Payments	17,650	-	17,650	-	
	217,650	71,875	241,650	24,000	
Bridge Maintenance					
Staff	432,758	129,394	257,758	(175,000)	(3.11)
Property	21,800	11,312	21,800	-	
Supplies & Services	51,900	10,771	51,900	-	
Transport	550	106	550	-	
Third Party Payments	29,750	9,714	29,750	-	
	536,758	161,297	361,758	(175,000)	
GROSS EXPENDITURE	1,722,353	770,155	1,577,353	(145,000)	
INCOME					
Scottish Government Revenue Grant	1,700,000	991,667	1,700,000	-	
Interest on Revenue Balances	12,000	-	12,000	-	
Kiosk Rent	10,213	5,106	10,213	-	
Miscellaneous	140	252	140	-	
GROSS INCOME	1,722,353	997,025	1,722,353	-	
TOTAL NET DEFICIT/(SURPLUS)	-	(226,870)	(145,000)	(145,000)	

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 7 DECEMBER 2015

REPORT ON: CAPITAL MONITORING - 7 MONTHS TO 31 OCTOBER 2015

REPORT BY: THE TREASURER

REPORT NO: TRB 26-2015

1 PURPOSE OF REPORT

The purpose of this report is to appraise the Joint Board of the current monitoring position of it's 2015/2016 Capital Budget.

2 RECOMMENDATIONS

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

3 FINANCIAL IMPLICATIONS

The Joint Board's 2015/2016 Capital Expenditure Programme of £925,000 was approved by the Board on 15 December 2014 (Report TRB 32-2014). From 1 April 2008 the Board's Capital Expenditure projects are being financed through Scottish Government Capital Grant.

The capital outturn for the financial year 2015/2016 (as detailed in Table 1 on Appendix A) is projected to be £608,000 (i.e. a net decrease of £317,000 from the originally approved budget) based on the financial ledger information up to 31 October 2015 and this will be funded from 2015/2016 Capital Grant of £500,000 and Capital Grant carried forward from previous years of £108,000. This results in a projected Capital Grant carried forward into 2016/2017 of £787,000 (as detailed in Table 2 on Appendix A).

4 REASONS FOR CAPITAL EXPENDITURE NET INCREASE

The main reasons for the net decrease of £317,000 can be summarised as follows:

	£000
Budget Adjustments:	
Paintwork to Box Girders	(75)
Central Walkway Surfacing Replacement	(135)
Slippage to 2016/2017:	
CCTV	(100)
Central Walkway Surfacing Replacement	(7)
Total Budget Adjustments	(317)

5 RISK ASSESSMENT

5.1 There are a number of risks which may have an impact on the Capital expenditure programme for 2015/2016. 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 are volatile, and 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 wherever possible.

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.

5.7 The level of Capital Grant received from the Scottish Government may be impacted by budgetary constraints in future financial statements.

6 POLICY IMPLICATIONS

None

7 CONCLUSION

The Board's 2015/2016 capital programme is showing a projected capital spend of £608,000 which will be funded from Scottish Government grant.

The 2015/2016 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

24 NOVEMBER 2015

APPENDIX A

TAY ROAD BRIDGE JOINT BOARD

TABLE 1: CAPITAL EXPENDITURE MONITORING - 7 MONTHS TO 31 OCTOBER 2015

Expenditure	Capital Budget 2015/16 £000	Slippage from 2014/15 £000	Budget Adjust £000	Slippage into 2016/17 £000	Revised Capital Budget 2015/16 £000	Actual to 31 Oct 2015 £000	Projected Outturn 2015/16 £000	Variance from Budget £000
Carriageway Resurfacing	25	-	-	-	25	-	25	-
Gantry - Miscellaneous	25	-	-	-	25	5	25	-
Miscellaneous Projects	50	-	-	-	50	16	50	-
Paintwork to Box Girders	100	-	(75)	-	25	-	25	-
Replacement of Expansion Joints	25	-	-	-	25	-	25	-
Central Walkway Surfacing Replacement	600	-	(135)	(7)	458	412	458	-
CCTV	100	-	-	(100)	-	-	-	-
Total Gross Expenditure	925	-	(210)	(107)	608	433	608	-
Funded by:	£000	£000	£000	£000	£000	£000	£000	£000
Capital Grant 2015/2016	500	-	-	-	500	292	500	-
Unapplied Capital Grant brought forward from Previous Years	425	-	(210)	(107)	108	-	108	-
Contribution from General Fund Reserve	-	-	-	-	-	-	-	-
Capital Receipt	-	-	-	-	-	-	-	-
Total Funding	925	-	(210)	(107)	608	292	608	-

TABLE 2: Unapplied Capital Grant Projected Carry Forward:

	£000
Unapplied Capital Grant Brought Forward	895
Add: Capital Grant Received 2015/2016	500
Less: Capital Grant Utilised 2015/2016	(608)
Unapplied Capital Grant Carried Forward to 2016/2017	787

REPORT TO: TAY ROAD BRIDGE JOINT BOARD - 7 DECEMBER 2015

REPORT ON: REVENUE BUDGET 2016/2017

JOINT REPORT BY: TREASURER AND BRIDGE MANAGER

REPORT NO: TRB 27-2015

1 PURPOSE OF REPORT

To appraise Board Members on the proposed Revenue Budget of the Tay Road Bridge for the financial year 2016/2017.

2 RECOMMENDATIONS

The Board is asked to approve the 2016/2017 Revenue Budget.

3 FINANCIAL IMPLICATIONS

The Board's 2016/2017 Revenue Budget shows an estimated budgeted surplus of £50,000 which is arrived at after assuming receipt of a Resource Grant from the Scottish Government of £1,700,000. The General Fund Reserve balance is projected to be £1,160,591 as at 31 March 2017.

4 REVENUE BUDGET 2016/2017

4.1 The budget for staff costs includes a provision for the agreed pay award of 1% for 2016/2017. The budget also takes into consideration the effects of staff turnover whereby leavers who were employed at the top of their salary scales have been replaced by new starters who are employed at the lowest increment on the salary scale. It also takes into account the increased Living Wage and changes to National Insurance rates.

4.2 The triennial actuarial valuation of the Tayside Pension Fund was carried out in 2014 and took effect from 1 April 2015. This valuation exercise has resulted in a reduced employer's contribution rate of 17%.

4.3 No general inflationary increase on non-staff costs has been allowed for in the 2016/2017 Revenue Budget, however, specific allowances have been made for anticipated increases or decreases in individual budgets.

4.4 The 2016/2017 Revenue Budget has been prepared in accordance with previous years' budgets. A copy of the detailed Revenue Budget 2016/2017 is enclosed at Appendix A.

4.5 The outcome of the Scottish Government's Comprehensive Spending Review will not be known until December 2015. Indicative discussions suggest that the level of funding will remain constant for 2016/2017. However there is no guarantee that this level of funding will be maintained in future years.

5 RESERVES AND BALANCES

5.1 Section 12(1) of the Local Government in Scotland Act 2003 states that "It is the duty of a local authority to observe proper accounting practices". CIPFA have previously issued guidance on Local Authority Reserves and Balances (including an update in November 2008), and this guidance is considered to constitute proper accounting practice. The key requirements of the guidance, as they affect the Board, are two-fold:

i the setting out of a clear protocol covering the purpose, utilisation, management, control and review of reserves and balances.

ii the inclusion in the annual budget report of a statement on reserves and balances detailing the proposed strategy over the budget period, after taking into account the strategic, operational and financial risks facing the Board.

5.2 The Board agreed report TRB 25-2009 Guidance on Reserves and Balances on 14 December 2009. This report included a protocol for the operation of the Board's Reserves and Balances, thereby addressing the first key requirement detailed in paragraph 5.1 above. The proposed protocol includes the following element which in itself addresses the second key requirement detailed in paragraph 5.1 above:

In the Annual Budget report that is considered by the Board, the Treasurer shall include the following:

i a note highlighting the estimated opening and closing General Fund balances for the financial year ahead.

ii a note advising as to the adequacy of the General Fund balances over the budget period(s) under consideration, after taking into account the strategic, operational and financial risks facing the Board.

iii a note reporting on the annual review of earmarked Reserves.

5.3 In accordance with the element of the proposed protocol that relates to the annual budget report, the following statements are made by the Treasurer:

i The Board's Revenue Expenditure is fully funded by grant and any underspend achieved will result in unspent grant being carried forward, with the agreement of the Scottish Government, to fund future years' Revenue Expenditure. The underspend achieved in 2014/2015 and previous years resulted in a Revenue Grant Balance carried forward into 2015/2016 of £570,146. 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.
The 2015/2016 Revenue monitoring currently projects a £145,000 underspend.
Taking the above factors into account, the level of Revenue Grant Balance carried forward at 31 March 2016 is projected to be £715,146.
Taking into account the estimated budget surplus in 2016/2017 of £50,000 the Revenue Grant Balance carried forward at 31 March 2017 is projected to be £765,146.

The Board's Audited Statement of Accounts 2014/2015 showed a General Fund Reserve Balance of £1,160,591 at 31 March 2015.
The level of uncommitted General Fund Reserve Balances at 31 March 2016 is estimated at £1,160,591. There are no further known expenditure commitments or additional income that would materially affect this projected balances figure.

ii after taking into account the strategic, operational and financial risks facing the Board it is considered that the minimum level of uncommitted balances that the Board should maintain is £800,000 in order to provide a contingency against unexpected events and to also act as a working balance to minimise overdraft positions resulting from uneven cash flows.

iii the Board's earmarked reserve (i.e. the Capital Grants Unapplied Reserve) has been reviewed and is considered to be adequate for its intended purpose.

6 RISK ASSESSMENT

6.1 In preparing the Board's Annual Revenue Budget the Treasurer considered the key strategic, operational and financial risks faced by the Board over this period.

6.2 The main risk factors considered were:

- the possibility of new cost pressures or responsibilities emerging during the course of the financial year.
- anticipated changes in service provision.
- the certainty of significant income streams.
- the inherent uncertainty surrounding matters such as interest rates and price inflation.
- the possibility of major items of unforeseen expenditure.
- the possibility of identifying further budget savings and efficiencies, if required.
- the adequacy of the Board's insurance arrangements.

6.3 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 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.
- the possibility of identifying new income streams during the year.

7 POLICY IMPLICATIONS

None

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

24 NOVEMBER 2015

APPENDIX A

TAY ROAD BRIDGE JOINT BOARD

REVENUE BUDGET 2016/2017

	2015/2016 Revenue Budget £	2015/2016 Projection £	2016/2017 Revenue Budget £
Administration			
Staff	186,195	195,195	189,288
Property	18,700	23,700	27,700
Supplies & Services	174,906	169,906	164,044
Transport	700	700	975
Third Party Payments	82,369	88,369	87,194
	462,870	477,870	469,201
Operations			
Staff	497,575	488,575	531,779
Supplies & Services	7,500	7,500	7,500
	505,075	496,075	539,279
Plant & Equipment			
Property	35,150	35,150	35,000
Supplies & Services	115,050	153,050	187,750
Transport	49,800	35,800	34,500
Third Party Payments	17,650	17,650	21,250
	217,650	241,650	278,500
Bridge Maintenance			
Staff	432,758	257,758	256,173
Property	21,800	21,800	26,800
Supplies & Services	51,900	51,900	59,400
Transport	550	550	550
Third Party Payments	29,750	29,750	42,750
	536,758	361,758	385,673
GROSS EXPENDITURE	1,722,353	1,577,353	1,672,653
Income			
Scottish Government Resource Grant	1,700,000	1,700,000	1,700,000
Interest on Revenue Balances	12,000	12,000	12,300
Kiosk Rent	10,213	10,213	10,213
Miscellaneous	140	140	140
GROSS INCOME	1,722,353	1,722,353	1,722,653
TOTAL DEFICIT/(SURPLUS) MET FROM GENERAL FUND BALANCES	-	(145,000)	(50,000)

REPORT TO: TAY ROAD BRIDGE JOINT BOARD - 7 DECEMBER 2015

REPORT ON: CAPITAL PLAN 2016/2017 TO 2018/2019

REPORT BY: TREASURER

REPORT NO: TRB 28-2015

1 PURPOSE OF REPORT

The purpose of this report is to approve the Board's Capital Plan for the period 2016/2017 to 2018/2019 inclusive.

2 RECOMMENDATIONS

It is recommended that the Board approve the Capital Plan as detailed in Appendix A of this report subject to confirmation of grant funding by the Scottish Government.

3 FINANCIAL IMPLICATIONS

3.1 The Abolition of Bridge Tolls (Scotland) Act 2008 received Royal Assent on 24 January 2008. From 1 April 2008 the Board's annual capital expenditure programme has been financed through a Scottish Government Capital Grant.

3.2 The revised capital programme and agreed capital grant funding which are highlighted in Appendix A, show planned expenditure and income as follows:

Financial Year	Capital Budget £000	Grant Funding £000
2016/2017	687	500
2017/2018	2,825	tbc
2018/2019	2,900	tbc

3.3 The Bridge Manager and the Engineer to the Board have prepared the 3 year Capital Plan which is detailed in Appendix A of this report.

3.4 Appendix A also shows the agreed capital grant funding from the Scottish Government and the respective funding deficits in each financial year which will need to be the subject of further discussions with the Scottish Government.

4 RISK ASSESSMENT

4.1 There are a number of risks which may have an impact on the Capital Budget programme. The main areas of risk are set out below, together with the mechanisms in place to help mitigate these risks.

4.2 Construction cost inflation levels are volatile, and 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.

4.3 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 wherever possible.

4.4 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.

4.5 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.

4.6 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.

4.7 The level of Capital Grant received from the Scottish Government may be impacted by budgetary constraints in future financial statements.

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

24 NOVEMBER 2015

APPENDIX A

TAY ROAD BRIDGE JOINT BOARD

PROPOSED CAPITAL EXPENDITURE PROGRAMME 2016/2017 - 2018/2019

	Projected Outturn 2015/16 £000	2016/17 £000	2017/18 £000	2018/19 £000
Project Title				
New Vehicles	-	30	-	30
Carriageway Resurfacing	25	25	25	100
Central Walkway Surfacing Replacement	458	7	-	-
Paintwork to Box Girders	25	150	2,500	2,500
Pier Collision Protection to Navigation Spans		-	-	-
Gantry – Miscellaneous	25	25	25	25
Ice Detection Equipment		-	-	-
CCTV	-	225	25	-
CP Monitoring Equipment	-	150	25	-
Miscellaneous Projects	50	50	50	50
VMS	-	-	150	-
Parapet Replacement	-	-	-	50
Inspection of Columns and Piers	-	-	-	120
Replacement of Expansion Joints	25	25	25	25
	608	687	2,825	2,900
Funded by				
Capital Grant	500	500	tbc	tbc
Capital Grant carried forward from previous years	108	187	600	-
Capital Receipts	-	-	-	-
	608	687	600	-
Additional Capital Funding Required	-	-	2,225	2,900

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 7 DECEMBER 2015

REPORT ON: HEALTH & SAFETY MONITORING 2015

REPORT BY: THE BRIDGE MANAGER

REPORT NO: TRB 30 - 2015

1 PURPOSE OF REPORT

1.1 To appraise the Board Members of performance relating to Health & Safety in 2015.

2 RECOMMENDATIONS

The Board are asked to note the outcomes of the report and to agree to findings of the review in Item 5.4

3 FINANCIAL IMPLICATIONS

None

4 POLICY IMPLICATIONS

4.1 None.

5. COMMENTARY

5.1 General

In December 2009, the Board approved the corporate Health & Safety Policy Statement prepared by the Bridge Manager. In this document the Bridge Manager was given the remit to:-

a) Review the document on an annual basis, or as necessary due to organisational or legislative changes
b) Report to the Board annually on matters relating to Health & Safety matters

A copy of the Health & Safety Policy Statement is included in Appendix A

5.2 Significant Risks

The significant risks faced by Employees of the Tay Road Bridge Joint Board include:-

- Working at height
- Working on and/or over water
- Working adjacent to live traffic
- Working in exposed conditions and during periods of adverse weather
- Working in areas of difficult access
- Operating various items of machinery and plant

5.3 Staff Consultation

In addition to formal Health & Safety Committee meetings, Safety Representatives and appropriate members of staff are consulted at the early stages of preparation of Risk Assessments, Method Statements and Operational Procedures.

5.4 Review

The Bridge Manager has reviewed the Health & Safety Policy Statement and recommends that there are no changes needed to the Board's Health and Safety Policy. An updated front cover has been added following the recent change to the Board's logo.

5.5 Health & Safety Performance

Below is a table which contains information relating to accidents and near misses recorded during the year from January 1 to November 15 2015.

Accident Category	2010	2011	2012	2013	2014	2015
RIDDOR fatal accident	0	0	0	0	0	0
RIDDOR Major Injury	0	0	0	0	0	0
RIDDOR over 7 day injury	1	2	1	0	1	0
Lost Time Injury	0	2	3	0	1	0
Minor Injury	9	1	5	5	4	2
Near Misses	0	0	1	6	1	0
Slip, trip, fall on the level	6	1	2	0	0	0
Manual Handling	2	0	2	1	1	0
Other	1	0	1	0	4	0

There were two minor injuries recorded during the period between January 1 2015 and November 15 2015. These involved dust in the eye and a cut finger.

All accidents and near misses are investigated and the causes/proposed mitigation measures are formally recorded.

No near misses were recorded during the period January 1 to November 15 2015.

5.6 Occupational Health Issues

There was no Occupational Health related issues.

5.7 Training

Health & Safety training has been held throughout the period to maintain staff awareness and competency.

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
15 NOVEMBER 2015

Appendix A – Proposed Health & Safety Policy Statement November 2014

Tay Road Bridge

Tay Road Bridge Joint Board

Health & Safety Policy Statement

Health & Safety at Work Act 1974

Prepared by:	Alan Hutchison
Reviewed by:	Alan Hutchison

Document Reference:	**TRB 07 rev 1**
Approved for Issue:	**Alan Hutchison**
Date: September 2015	Bridge Manager

Section A
Tay Road Bridge Joint Board - Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

The statement of general policy of the Tay Road Bridge Joint Board is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting health and safety through individual discussion and the Health and Safety Committee;
- To provide and maintain safe plant, equipment and vehicles;
- To ensure as far as reasonably practicable safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks and to provide them with adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy work conditions;
- To assess and evaluate the health and safety competence of contractors prior to appointment and to monitor their health and safety performance thereafter
- To review health and safety performance and report formally to the Board on an annual basis; and
- To review and revise this policy on an annual basis, or as necessary due to organisational or legislative changes.

- All persons shall receive training in how to acknowledge hazards in the workplace and have access to current Risk and COSHH assessment files.
- All persons shall receive training in how to record any near misses accidents or incidents.
- All near misses or incidents shall be reported and recorded using a standard format.
- A no blame culture will be promoted within the workplace to ensure reporting occurs

- Review of Health and Safety data shall occur monthly at each management meeting
- Health and Safety will be covered in each person's annual staff review

Signed

Alan Hutchison

Date

7/08/2015

Alan Hutchison
Bridge Manager
Tay Road Bridge Joint Board

Responsibilities

1. Overall and final responsibility for health and safety is that of:

   A Hutchison, Bridge Manager

2. Day to day responsibility for ensuring this policy is put into practice is delegated to:

   B Angus, Maintenance Manager
   F Fraser, Operational Manager

3. To ensure that health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Position	Responsibility	Responsible to
B Angus	Maintenance Manager	All Maintenance Activities	Bridge Manager
F Fraser	Operational Manager	Office Areas/Control Room	Bridge Manager
N Fergusson	Bridge Inspector	Civil/ General Works	Maintenance Manager
G Glancy	Maintenance Technician (Electrical)	Electrical	Maintenance Manager
Operational Supervisors (5 No.)	Operational Duty Supervisor	Traffic and Vehicle Recovery	Bridge Manager

Appendix 1 shows the above lines of responsibility in the form of an organisation chart.

4. All Tay Road Bridge Joint Board employees shall:

   - Co-operate with Supervisors and Management on health and safety matters;
   - Not interfere with anything provided to safeguard their own, or others, health and safety;
   - Take reasonable care of their own health and safety; and
   - Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

Health and Safety Risks

1. Risk assessments will be undertaken by:-

   B Angus – Maintenance Manager
   N Fergusson – Bridge Inspector

2. The findings of the Risk Assessments will be reported to:-

   A Hutchison – Bridge Manager

3. Action required to remove/control risks will be approved by:-

   A Hutchison – Bridge Manager
   B Angus – Maintenance Manager

4. Ensuring any actions arising from 3 above are implemented will be the responsibility of:-

   B Angus– Maintenance Manager
   N Fergusson – Bridge Inspector
   F Fraser – Operational Manager

5. Checks to ensure that implemented actions have removed/reduced risks will be the responsibility of:-

   A Hutchison – Bridge Manager
   B Angus – Maintenance Manager

6. Risk assessments will be reviewed every **twelve months** or **when the work activity changes**, whichever is soonest. The results of the reviews will be formally recorded and controlled documents updated and staff made aware of any changes accordingly.

Employee Consultation

The Board recognises the importance of consulting with its employees and Trade Unions on Health and Safety related matters and is committed through holding regular staff meetings and the formation of a Health and Safety Committee to ensuring that a suitable forum is provided for discussion.

1. The Health and Safety Committee consists of the following representatives:-

   B Angus – Maintenance Manager – Committee Chair
   F Fraser – Representing Management
   G Glancy – Safety Rep Representing Maintenance Staff
   S Howard – Safety Rep Representing Operational Staff

   At present the position of Safety Representative for Trade Unions is unfilled.

   Meetings of the Committee are fully minuted and these are displayed on Staff notice boards.

2. Consultation with employees is provided by:-

   Squad meetings – held monthly/quarterly
   Health & Safety Committee meetings – held quarterly/six monthly
   Staff Liaison Meetings – held quarterly
   Ad-hoc consultation as required

Plant and Equipment

Details of all plant and equipment will be held electronically and where appropriate, details of all maintenance activities will be recorded.

1. The identification of all equipment/plant requiring maintenance is the responsibility of:-

   N Fergusson – Bridge Inspector
   G Glancy – Electrical Maintenance Technician

2. The drawing up of effective maintenance procedures is the responsibility of:-

   B Angus – Maintenance Manager

3. Ensuring that all identified maintenance is implemented is the responsibility of:-

   A Hutchison– Bridge Manager
   B Angus – Maintenance Manager

4. Any problems found with plant and equipment should be reported to:-

   B Angus – Maintenance Manager
   N Fergusson – Bridge Inspector

5. Checking that all new plant and equipment meets the required health and safety standards is the responsibility of:-

   B Angus – Maintenance Manager

Safe Handling and Use of Substances

1. The identification of all substances requiring a COSHH assessment is the responsibility of:-

   N Fergusson – Bridge Inspector

2. The undertaking of COSHH assessments is the responsibility of:-

   B Angus – Maintenance Manager

3. Ensuring that all actions identified in the assessments is the responsibility of:-

   N Fergusson – Bridge Inspector

4. Ensuring that all relevant employees are informed about COSHH assessments is the responsibility of:-

   B Angus – Maintenance Manager
   F Fraser – Operational Manager
   N Fergusson – Bridge Inspector

5. Assessing the COSHH implications of materials prior to purchase is the responsibility of:-

   B Angus – Maintenance Manager

6. COSHH Risk assessments will be reviewed every **twelve months** or **when the work activity changes**, whichever is soonest. The results of the reviews will be formally recorded and controlled documents updated and staff made aware of any changes accordingly.

Information, Instruction and Supervision

1. The Health and Safety Law poster is displayed at the following locations:-

   Operations Control Room
   Maintenance Department Notice Board
   Administration Office

2. Health and Safety Law ***What You Need to Know*** leaflets are distributed to all employees.

3. Supervision of young workers/trainees will be undertaken by:-

   N Fergusson – Bridge Inspector
   F Fraser – Operational Manager

4. Ensuring that employees of other organisations working on Board premises are given relevant Health and Safety information is the responsibility of:-

   B Angus – Maintenance Manager

Competency for Tasks and Training

1. Induction training will be provided for all new employees by:-

   B Angus – Maintenance Manager
   F Fraser – Operational Manager

2. Job specific training will be given by:-

   A Hutchison – Bridge Manager
   B Angus – Maintenance Manager
   N Fergusson – Bridge Inspector
   External specialists as required

3. Specific Jobs requiring special training are:-

Job	**Training Required**
Maintenance Operative	Boat Handling Gantry Operation Confined Space Access Mobile Access Code of Practice for Roadworks (Chapter 8)
Bridge Officer	Code of Practice for Roadworks (Chapter 8) Vehicle Recovery

4. Training records for staff are held in:-

   Personal Files (Secure)
   Training Database

5. Training will be identified by Staff Review & Development process and will be arranged and monitored by:-

   A Hutchison – Bridge Manager
   B Angus – Maintenance Manager
   F Fraser – Operational Manager

Accidents, First Aid and Work Related Ill Health

1. Health surveillance is required for employees doing the following jobs:-

   Bridge Inspector
   Bridge Duty Officers
   Bridge Officer
   Maintenance Operative

2. Health Surveillance will be arranged by:-

   B Angus – Maintenance Manager
   F Fraser – Operational Manager

3. Health Surveillance records will be kept by:-

   F Fraser – Operational Manager

4. The first aid boxes are kept at the following locations:-

   Admin Office
   Control Room
   Maintenance Mess Room
   East and West Gantries
   Fast Boat
   All vehicles

5. The appointed person(s)/first aider(s) is (are):-

   N Fergusson – Qualified First Aider

6. All accidents and cases of work related ill health are to be recorded in the accident book which is kept:-

   In the Duty Control Room (manned 24 hours)

7. Reporting accidents, diseases and dangerous occurrences to the Health & Safety Executive is the responsibility of:-

   A Hutchison – Bridge Manager
   B Angus – Maintenance Manager (in the absence of the Bridge Manager)

Monitoring and Reporting

1. To check working conditions and ensuring that safe working practices are being followed the following will be carried out:-

   Random checks on works (maximum interval quarterly) by Management
   Report on findings of checks at regular Staff Liaison Meetings

2. Responsibility for investigating accidents rests with:-

   B Angus – Maintenance Manager

3. Responsibility for investigating work-related causes of sickness absences rests with:-

   F Fraser – Operational Manager

4. Responsibility for acting on investigation findings to prevent a recurrence rests with:-

   A Hutchison – Bridge Manager

5. Responsibility for preparing and submitting Annual Health & Safety Report to the March meeting of the Tay Road Bridge Joint Board rests with:-

   A Hutchison – Bridge Manager

Emergency Procedures – Fire and Evacuation

1. Responsibility for ensuring that fire risk assessment is undertaken and implemented rests with:-

   B Angus – Maintenance Manager

2. Escape Routes are checked by/every:-

   Offices - daily

3. Fire extinguishers are maintained and checked by/every:-

   Fire Fighting Equipment (Dundee) Ltd/ every 6 months

4. Fire Alarms are maintained by and tested every :-

   Nova Alarms Ltd
   Maintenance visits March and September annually

5. The fire alarm will be sounded weekly from a different call point on a rotational basis, with records being kept.

   Fire Stewart

6. Emergency evacuation drills will be held:-

   Quarterly
   With a debrief being held with fire stewards after every drill