

TAY ROAD BRIDGE JOINT BOARD

MONDAY, 5TH DECEMBER, 2016 AT 11.00 AM

ROOM 4, COUNTY BUILDINGS, ST CATHERINE STREET, CUPAR, FIFE KY15 4TA

AGENDA OF BUSINESS

- 1 MINUTE OF MEETING OF TAY ROAD BRIDGE JOINT BOARD OF 12TH SEPTEMBER, 2016 - Page 5**

(Copy enclosed).

- 2 OPERATIONAL RESTRICTIONS AND CLOSURES - Page 9**

(Report No TRB31-2016 enclosed).

- 3 HEALTH AND SAFETY MONITORING 2016 - Page 15**

(Report No TRB32-2016 enclosed).

- 4 TENDER REPORT - CCTV - Page 17**

(Report No TRB33-2016 enclosed).

- 5 ENGINEERING WORKS - Page 19**

(Report No TRB34-2016 enclosed).

- 6 LIVING WAGE ACCREDITATION**

- 7 REVENUE MONITORING – SEVEN MONTHS TO 31ST OCTOBER, 2016 - Page 23**

(Report No TRB27-2016 enclosed).

- 8 CAPITAL MONITORING – SEVEN MONTHS TO 31ST OCTOBER, 2016 - Page 27**

(Report No TRB28-2016 enclosed).

- 9 REVENUE BUDGET 2017/2018 TO 2019/2020 - Page 31**

(Report No TRB29-2016 enclosed).

- 10 CAPITAL PLAN 2017/2018-2019/2020 - Page 39**

(Report No TRB30-2016 enclosed).

- 11 AOCB**

- 12 DATE OF NEXT MEETING**

Monday, 6th March, 2017 at 10.00 am in Committee Room 3, 14 City Square, Dundee.

LAKE CHARLES JUNIOR HIGH SCHOOL

WEDNESDAY, FEBRUARY 28, 1968

ROOM 4, COUNTY RAIL BLDG., 21 CATHEDRAL STREET, CHARLES, MISSISSIPPI

AGENDA OF BUSINESS

1. PRAYER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
4. REPORT OF PRINCIPAL
5. REPORT OF DEPARTMENT HEADS
6. REPORT OF STUDENT COUNCIL
7. REPORT OF PARENTS
8. REPORT OF COMMUNITY SERVICE
9. REPORT OF ATHLETICS
10. REPORT OF ARTS
11. REPORT OF MUSIC
12. REPORT OF GARDENING
13. REPORT OF INDUSTRIAL ARTS
14. REPORT OF SCIENCE
15. REPORT OF SOCIAL STUDIES
16. REPORT OF ENGLISH
17. REPORT OF MATHEMATICS
18. REPORT OF PHYSICAL EDUCATION
19. REPORT OF HEALTH
20. REPORT OF NUTRITION
21. REPORT OF COUNSELING
22. REPORT OF LIBRARY
23. REPORT OF CLERICAL
24. REPORT OF BUSINESS
25. REPORT OF VISITORS
26. REPORT OF COMMUNITY
27. REPORT OF PARENTS
28. REPORT OF STUDENTS
29. REPORT OF TEACHERS
30. REPORT OF ADMINISTRATORS
31. REPORT OF BOARD
32. REPORT OF DISTRICT
33. REPORT OF STATE
34. REPORT OF FEDERAL
35. REPORT OF NATIONAL
36. REPORT OF INTERNATIONAL
37. REPORT OF GLOBAL
38. REPORT OF PLANETARY
39. REPORT OF GALACTIC
40. REPORT OF COSMIC
41. REPORT OF UNIVERSE
42. REPORT OF MULTIVERSE
43. REPORT OF SUPERUNIVERSE
44. REPORT OF HYPERVERSE
45. REPORT OF METAVVERSE
46. REPORT OF ULTRIVERSE
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At a MEETING of the **TAY ROAD BRIDGE JOINT BOARD** held at Dundee on 12th September, 2016.

Present:-

Councillors Margaret TAYLOR, Brian THOMSON, Ian SLOAN (substitute for Jim YOUNG), Bill CONNOR, Jimmy BLACK, Bill CAMPBELL, Will DAWSON and Fraser MACPHERSON.

Also Present (Officers):-

Alan Hutchison, Kenny McKaig and John Moir.

In attendance:-

Douglas Laird, Transport Scotland

Apologies were intimated from Councillor Jim Young, Ken Lynn, Andy Heer and Tom Ferguson and Fergus Wilson.

Councillor Margaret Taylor, in the Chair.

Prior to the commencement of business the Chair presented prizes to Adam More and Adam Holeman of Pitlochry High School, whose team were winners of the Engineering Encounters 2016 Bridge Design Competition sponsored by the Tay Road Bridge Joint Board. The Chairman also presented prizes to the second placed team of Charvi Kanodia and Joshua Martin, of Perth Academy.

I TAY ROAD BRIDGE 50TH ANNIVERSARY CELEBRATIONS

The Chair congratulated everyone in connection with the successful 50th Anniversary Celebrations for the Tay Road Bridge, in particular to the Bridge Manager and his staff.

II MINUTE OF MEETING OF THE TAY ROAD BRIDGE JOINT BOARD OF 20TH JUNE, 2016

The minute of the above meeting was submitted and noted.

III ANNUAL REVIEW OF STRATEGIC RISK MANAGEMENT

There was submitted Report No TRB25-2016 appraising the Joint Board of the annual review of Strategic Risk Management issues.

The Joint Board noted the contents of the report and of changes made to the Strategic Risk Register.

In addition the Joint Board agreed to add in reference to possible acts of terrorism.

IV OPERATIONAL RESTRICTIONS AND CLOSURES

There was submitted Report No TRB24-2016 by the Bridge Manager appraising the Joint Board of the number and nature of operational restrictions and closures applied between 1st May, 2016 and 31st July, 2016.

The Joint Board noted the report.

V REVENUE MONITORING – FOUR MONTHS TO 31ST JULY, 2016

There was submitted Report No TRB20-2016 by the Treasurer appraising the Joint Board of the current monitoring position of its 2016/2017 Revenue Budget.

The Joint Board noted the contents of the Revenue Monitoring Report as at 31st July, 2016.

VI CAPITAL MONITORING – FOUR MONTHS TO 31ST JULY, 2016

There was submitted Report No TRB21-2016 by the Treasurer appraising the Joint Board of the current monitoring position of its 2016/2017 Capital Budget.

The Joint Board noted the contents of the Capital Monitoring Report as at 31st July, 2016.

VII RESPONSE TO EXTERNAL AUDITORS ANNUAL REPORT ON THE 2015/2016 AUDIT OF TAY ROAD BRIDGE JOINT BOARD

There was submitted Report No TRB22-2016 by the Treasurer outlining the response 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, 2016.

The Joint Board:

- (i) endorsed the report as the formal response to the External Auditor's report;
- (ii) noted that the External Auditor's findings and conclusions were favourable; and
- (iii) instructed the Treasurer to monitor the implementation of the agreed action plan appended to the report.

VIII INTERNAL AUDIT – AUDIT NEEDS ASSESSMENT AND STRATEGIC PLAN 2016 TO 2019

There was submitted Report No TRB23-2016 by the Treasurer presenting to the Joint Board the Internal Audit Needs Assessment and Strategic Plan 2016 to 2019.

The Joint Board approved the three year Strategic Audit Plan.

IX INTERNAL AUDIT – ANNUAL AUDIT PLAN 2016/2017

There was submitted Report No TRB26-2016 by the Treasurer presenting to the Joint Board the Internal Audit Plan.

The Joint Board noted the contents of the Internal Audit Annual Plan for 2016/2017.

X PROGRAMME OF MEETINGS FOR 2017

Monday, 6th March, 2017
Monday, 19th June, 2017
Monday, 11th September, 2017

Meetings to be held at 10.00 am in Dundee.

Monday, 4th December, 2017 at 11.00 am in Fife.

The Joint Board agreed to the above.

XI AOCB

There was no other competent business.

XII DATE OF NEXT MEETING

Monday, 5th December, 2016 at 11.00 am in Fife.

Margaret TAYLOR, Chairman.

STATE OF NEW YORK

1911

CHAPTER 1000

AN ACT



REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 5 DECEMBER 2016
REPORT ON: REPORT ON OPERATIONAL RESTRICTIONS AND CLOSURES
REPORT BY: THE BRIDGE MANAGER
REPORT NO: TRB 31- 2016

ITEM No: 2

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 2016 and 31 October 2016.

2 RECOMMENDATIONS

The Board are asked to note the contents of this Report as at 31 October 2016.

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 escorting pedestrians from the carriageway.

A summary of the restrictions applied between 1 August 2016 and 31 October 2016 is given over:-

5.1.1 Single Carriageway Closure

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational	576	215	2.7
Breakdown	129	17	7.6
Misc. Incidents	25	13	1.9
Road works TRBJB	0	0	0
Road works Contractor Contra-flow	0	0	0
Police Incidents	75	7	10.7

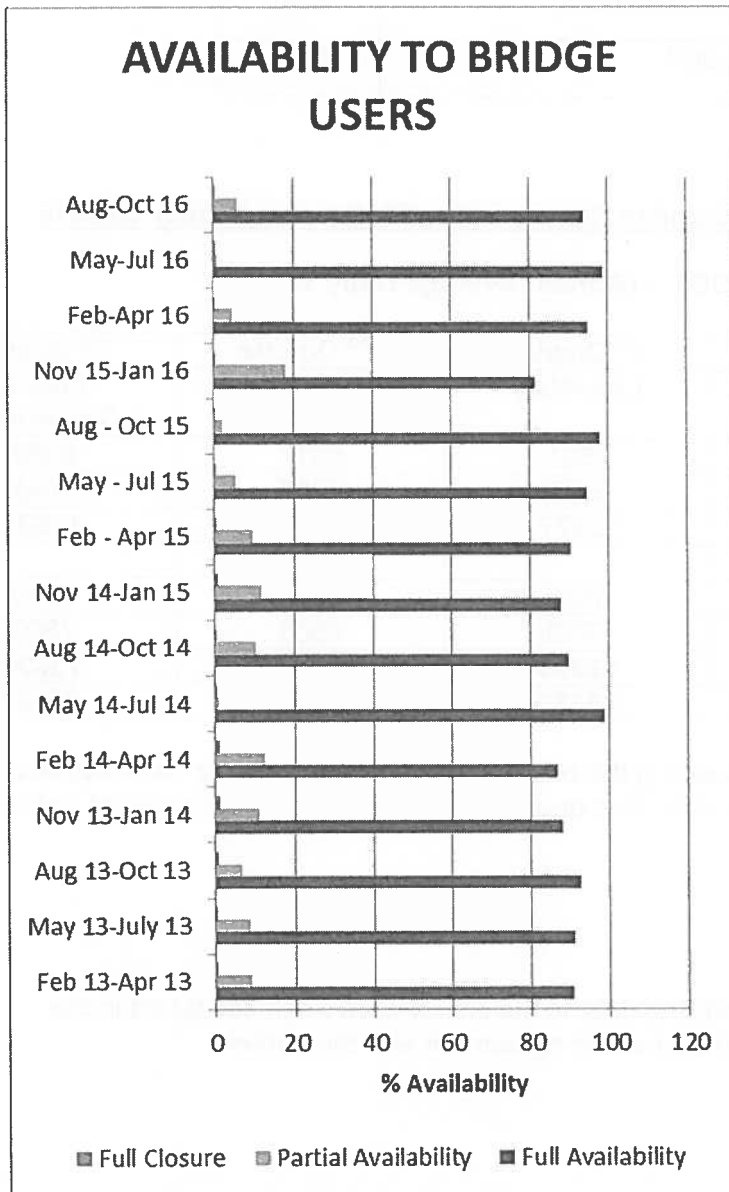
5.1.2 Full Bridge Closure

Reason	Total Duration (Minutes)	No of Occasions	Average Duration (Minutes)
Operational (Night Closures)	0	0	0
Police Incidents	56	3	18.7
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	6035	14	431.1
High Sided	963	5	192.6
All traffic	0	0	0

5.1.4 Availability of Bridge



	Aug 15-Oct 15	Nov 15-Jan 16	Feb 16-Apr 16	May 16-Jul 16	Aug 16-Oct 16
Full Availability	97.94	81.66	95	99	94.06
Partial Availability	1.87	17.98	4.7	0.6	5.9
Full Closure	0.31	0.36	0.3	0.4	0.04

Figure 1 – Comparison of Availability of Bridge to Users

Wind related restrictions have contributed to a decrease of 4.94% in full availability this quarter when compared to the period between May to July 2016. Full closure is very low at 0.04% of the period, an improvement of 0.36% on May to July 2016.

5.1.5 Summary of Bridge availability 1 August to 31 October 2016

Full availability (No restrictions)	94.06
Partial Availability (Some restrictions)	5.90
No Availability (Full Closure)	0.04

6 TRAFFIC COUNT DATA

6.1 Traffic Count Data from Dundee Ramps 1 July 2016 to September 30 2016

ADDT – (Annual Average Daily Total)

	1 st Quarter (Jan-Mar)	2 nd Quarter (Apr-Jun)	3 rd Quarter (July – September)
Northbound to West	5801	6317	6589
Northbound to East	6576	6767	7045
Northbound Total	12377	13084	13634
Southbound from West	5625	5738	5990
Southbound from East	7250	7503	7800
Southbound Total	12875	13241	13790
Total	25252	26325	27424

The average total of vehicles crossing the bridge daily has increased by 1099 vehicles between the second quarter and the third quarter of 2016. This is an increase of just over 4%.

7 CONSULTATIONS

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

8 **BACKGROUND PAPERS**

8.1 None

**ALAN HUTCHISON
BRIDGE MANAGER
9 NOVEMBER 2016**

SECRET

CONFIDENTIAL

CONFIDENTIAL



REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 5 DECEMBER 2016
 REPORT ON: HEALTH & SAFETY MONITORING 2016
 REPORT BY: THE BRIDGE MANAGER
 REPORT NO: TRB 32 - 2016

ITEM No: 3,

1 **PURPOSE OF REPORT**

1.1 To appraise the Board Members of performance relating to Health & Safety in 2016.

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 available on the Tay Road Bridge website at www.tayroadbridge.co.uk/board-business/board-documents

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.

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 11 2016.

Accident Category	2011	2012	2013	2014	2015	2016
RIDDOR fatal accident	0	0	0	0	0	0
RIDDOR Major Injury	0	0	0	0	0	0
RIDDOR over 7 day injury	2	1	0	1	0	0
Lost Time Injury	2	3	0	1	0	1
Minor Injury	1	5	5	4	2	2
Near Misses	0	1	6	1	0	1
Slip, trip, fall on the level	1	2	0	0	0	0
Manual Handling	0	2	1	1	0	0
Other	0	1	0	4	0	0

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

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
16 November 2016

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 5 DECEMBER 2016

REPORT ON: TENDER REPORT - CCTV

REPORT BY: BRIDGE MANAGER

REPORT NO: TRB 33 - 2016

ITEM No: 4

1 PURPOSE OF REPORT

- 1.1 To authorise the appointment of FES Support Services Ltd to supply and install a new CCTV system on the Tay Road Bridge and environs.

2 RECOMMENDATIONS

- 2.1 It is recommended that the:

- The Clerk to the Board be instructed to accept the offer of £129,969.68 from FES Support Services Ltd.
- The overall expenditure of £160,000 be authorised which includes allowances of £30,030 for contingencies, professional fees and relocation of sign gantries.

3 FINANCIAL IMPLICATIONS

- 3.1 The Treasurer advises that the above expenditure can be met from allowances within the Capital Budget 2016/17.

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. Access on the central walkway will be maintained at all times during works with the use of appropriate signage and control measures.

7 BACKGROUND

- 7.1 CCTV cameras are used for monitoring traffic and all other activities on the bridge, for security and for dealing with incidents and emergencies. Recordings are frequently viewed by the Police for crime and missing person investigations. The first cameras were installed in the early 1990's but the present system has generally been in operation since 1996.

- 7.2 The existing analogue system comprises a number of conventional Pan Tilt Zoom (PTZ) and fixed cameras, and is based on a combination of unbalanced coaxial cabling connecting into a fibre backbone along the bridge. The age of the

equipment combined with ground loop issues are affecting some of the cameras in delivering quality images, particularly at night. Replacement parts are becoming difficult to source because of the age of the cameras, with downtime of a week or more not unknown.

7.3 A new digital CCTV system will significantly improve the dependability and quality of all images and enhance recording capability, assisting Bridge Staff and Emergency Services in recognising and responding efficiently to breakdowns, debris and other incidents that occur on the carriageway and bridge environs. The proposal has also been designed to allow for full open integration, future expandability and for ease of servicing and maintenance.

7.4 Following advertisement on the Public Contracts Scotland portal (Single Stage (Open) Procedure), tenders were received as follows:

<u>Company</u>	<u>Tender Total</u>
ADT Fire	£123,905.75
Eclipse	£128,820.45
FES	£129,969.68
Scottish Comms.	£144,753.00
VWS	£148,640.00
Boston Networks	£150,987.93
Chubb	£155,667.55
SPIE	£156,623.00
BT	£243,341.00

7.5 Evaluation of the Tenders was carried out on the basis of a price/quality split between the price criterion (60%) and quality criteria (40%). It is recommended that the offer from FES Support services be accepted.

7.6 Allowances for the relocation of sign gantries and contingencies require to be made giving a total expenditure of £160,000.

7.7 It should be noted that works will commence in Spring/Summer 2017 and take approximately four weeks to complete. Access on the central walkway will be maintained at all times with the use of appropriate signage and control measures. Advance notice will be given to all bridge users of the forthcoming works.

8 CONSULTATIONS

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

9 BACKGROUND PAPERS

9.1 None.

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 5 DECEMBER 2016
REPORT ON: ENGINEERING WORKS
REPORT BY: ENGINEER TO THE BOARD
REPORT NO: TRB 34-2016

ITEM No: 5.

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 Bridge Inspection Programme

As part of the Asset Management Plan approved by the Board at the meeting of 10 September 2012, a programme of general and principal bridge inspections was prepared.

Principal Inspections of the bridge are a statutory requirement and permit the efficient planning of future maintenance requirements to ensure the continuing good condition of the structure. Principal inspections are carried out every 6 years and require a detailed close up inspection of all elements of the bridge. General inspections are carried out every 2 years.

The ongoing cycle of general and principal inspections is complete for 2016/17. Inspection works were carried out from the gantries utilising Tay Road Bridge inspection staff with safety boat services provided by David Anderson Marine.

A general inspection was carried out of the whole length of the bridge box girders and concrete deck whilst a principal inspection was carried out to 50% of the internals of the box girders. These inspections confirmed that the bridge deck structure is in good condition.

A general inspection was also carried out on the river columns and piers. This confirmed that these are in good overall condition. Principal inspections utilising abseilers are programmed to be carried out in 2018/19 and 2019/20 as per the 6 year cycle.

The runway beams and gantries were inspected by an independent gantry inspector as required by the Lifting Operations and Lifting Equipment Regulations (LOLER) regulations. The runway beams were confirmed as compliant and in good condition whilst the gantries were confirmed as compliant and in fair condition.

7.2 Paintwork to Box Girders

Reference is made to Article II of the Tay Road Bridge Joint Board meeting of 20 June 2016 where the Board authorised the appointment of Certus Inspection Services Ltd to carry out specialist paint inspection works to the box girders of the bridge. It was noted that the paint system is 20 years old and has a specified required durability of major maintenance after 12 years. As such, it had been considered prudent to make allowances within the Capital Plan for major repainting works with a view to starting in 2017/18

The specialist paint inspection and testing works started on 1 August 2016 and took 8 weeks to complete. Access was gained from the gantries.

The outcome of the paint inspection and testing is that overall, the existing paint system applied to the box girders is considered to be in very good condition for its age and location. Good consistent dry film thickness readings were obtained and excellent adhesion test results were also achieved. This confirms the quality of the original preparation and paint application. There are however some isolated areas of corrosion at random locations throughout the structure and flaking/delamination of coatings limited to the box girder ends above the piers. Taking all this into consideration, the anticipated remaining life of the existing paint system is reported as in the order of 7 to 9 years.

Certus Inspection Services Ltd recommend that removal of the existing paint system is programmed to start being carried out in 6 years time in 2022/23 over a five year period. Prices were obtained from three specialist paint contractors for budgeting purposes and current prices range from £15 million to £20 million for full scaffolding, encapsulation, complete removal of the existing paint system and new paint coating.

The Engineer to the Board will update the 20 Year Capital Programme to reflect this.

7.3 Cathodic Protection Monitoring Equipment

As previously advised, 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 £175,000 has been made in the Capital Plan in 2017/18 to replace it.

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

24 November 2016

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Ontario Protection Funding Agreement

The primary objective of this agreement is to provide funding to the Ontario Ministry of the Environment and Climate Change for the purpose of supporting the implementation of the Ontario Protection Funding Agreement. The funding will be used to support the implementation of the Ontario Protection Funding Agreement. The funding will be used to support the implementation of the Ontario Protection Funding Agreement.

Overall Wilson

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The Ontario Protection Funding Agreement is a key component of the Ontario Protection Funding Agreement. The funding will be used to support the implementation of the Ontario Protection Funding Agreement.

BACKGROUNDBARRER

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REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 5 DECEMBER 2016
 REPORT ON: REVENUE MONITORING - 7 MONTHS TO 31 OCTOBER 2016
 REPORT BY: THE TREASURER
 REPORT NO: TRB 27-2016

ITEM No: 2

1 PURPOSE OF REPORT

The purpose of this report is to appraise the Joint Board of the current monitoring position of it's 2016/2017 Revenue Budget.

2 RECOMMENDATIONS

It is recommended that the Joint Board note the content of this Revenue Monitoring Report as at 31 October 2016.

3 FINANCIAL IMPLICATIONS

3.1 The 2016/2017 Revenue Budget predicted a surplus of £50,000 (see Report 27-2015). The current outturn position for the financial year 2016/2017 is projecting a £139,000 overspend against the 2016/2017 Revenue Budget based on the financial information available at 31 October 2016. This results in a projected Net Deficit as at 31 March 2017 of £89,000.

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 2016/2017 of £1,040,073. 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 overspend, if it materialised, would result in a projected Revenue Grant Balance carried forward of £951,073 at 31 March 2017. 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 2017. This level of retained reserves is subject to negotiation with the Scottish Government.

3.4 An overspend of £13,000 is projected in relation to Administration Staff Costs. This is due to projected expenditure in relation to the Voluntary Early Retirement / Voluntary Redundancy (VER / VR) scheme (see Report TRB 6-2016). This will deliver salary savings from 2017/18 onwards.

3.5 An overspend of £30,000 is projected in relation to Administration Supplies and Services Costs. This is due to projected net expenditure of £20,000 in relation to the street art on columns at the Dundee landfall and projected net expenditure of £20,000 on the 50th Anniversary Event, offset by a £10,000 underspend due to a reduction in Insurance Premiums.

3.6 An overspend of £96,000 is projected in relation to Operations Staff Costs. This is due to projected increased salary costs of £39,000 in relation to staff evaluations (see TRB Report 5-2016). Additional expenditure of £100,000 is anticipated in relation to the Voluntary Early Retirement / Voluntary Redundancy (VER / VR) scheme (see Report TRB 6-2016), however this will enable salary savings to be achieved from 2017/18 onwards. These overspends will be offset by £43,000 in associated salary savings after these posts are vacated.

4 RISK ASSESSMENT

In preparing the Board's Annual Revenue Budget (see Report TRB 27-2015), 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**

22 NOVEMBER 2016

APPENDIX ATAY ROAD BRIDGE JOINT BOARDREVENUE MONITORING AS AT 31 OCTOBER 2016

	Revenue Budget 2016/17 £	Expenditure to 31 Oct 2016 £	Final Projection 2016/17 £	Variance from Budget £	Paragraph Reference
EXPENDITURE					
<u>Administration</u>					
Staff Costs	189,288	109,122	202,288	13,000	(3.4)
Property Costs	27,700	14,247	27,700	-	
Supplies and Services	164,044	151,320	194,044	30,000	(3.5)
Transport Costs	975	90	975	-	
Third Party Payments	87,194	2,577	87,194	-	
	469,201	277,356	512,201	43,000	
<u>Operations</u>					
Staff	531,779	319,739	627,779	96,000	(3.6)
Supplies & Services	7,500	976	7,500	-	
	539,279	320,715	635,279	96,000	
<u>Plant and Equipment</u>					
Property	35,000	9,055	35,000	-	
Supplies & Services	187,750	142,950	187,750	-	
Transport	34,500	16,785	34,500	-	
Third Party Payments	21,250	1,045	21,250	-	
	278,500	169,835	278,500	-	
<u>Bridge Maintenance</u>					
Staff	256,173	144,288	256,173	-	
Property	26,800	11,748	26,800	-	
Supplies & Services	59,400	5,517	59,400	-	
Transport	550	32	550	-	
Third Party Payments	42,750	1,050	42,750	-	
	385,673	162,635	385,673	-	
GROSS EXPENDITURE	1,672,653	930,541	1,811,653	139,000	
INCOME					
Scottish Government Revenue Grant	1,700,000	991,667	1,700,000	-	
Interest on Revenue Balances	12,300	-	12,300	-	
Kiosk Rent	10,213	5,106	10,213	-	
Miscellaneous	140	465	140	-	
GROSS INCOME	1,722,653	997,238	1,722,653	-	
TOTAL NET DEFICIT/(SURPLUS)	(50,000)	(66,697)	89,000		

FINANCIAL STATEMENTS AS AT 31 OF FEBRUARY 2018

Account Title	2018	2017	2016	2015
Assets				
Current Assets				
Cash	1,234,567	1,123,456	1,012,345	901,234
Accounts Receivable	234,567	223,456	212,345	201,234
Inventory	123,456	112,345	101,234	90,123
Prepaid Expenses	56,789	56,789	56,789	56,789
Other Current Assets	100,000	100,000	100,000	100,000
Non-Current Assets				
Property, Plant & Equipment	10,000,000	9,500,000	9,000,000	8,500,000
Intangible Assets	500,000	500,000	500,000	500,000
Other Non-Current Assets	1,000,000	1,000,000	1,000,000	1,000,000
Liabilities				
Current Liabilities				
Accounts Payable	345,678	334,567	323,456	312,345
Short-Term Debt	1,500,000	1,400,000	1,300,000	1,200,000
Other Current Liabilities	100,000	100,000	100,000	100,000
Non-Current Liabilities				
Long-Term Debt	5,000,000	5,000,000	5,000,000	5,000,000
Other Non-Current Liabilities	1,000,000	1,000,000	1,000,000	1,000,000
Equity				
Contributed Capital	10,000,000	10,000,000	10,000,000	10,000,000
Retained Earnings	1,000,000	1,000,000	1,000,000	1,000,000
Other Equity	1,000,000	1,000,000	1,000,000	1,000,000

REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 5 DECEMBER 2016
 REPORT ON: CAPITAL MONITORING - 7 MONTHS TO 31 OCTOBER 2016
 REPORT BY: THE TREASURER
 REPORT NO: TRB 28-2016

ITEM No: 8,

1 PURPOSE OF REPORT

The purpose of this report is to appraise the Joint Board of the current monitoring position of it's 2016/2017 Capital Budget.

2 RECOMMENDATIONS

It is recommended that the Joint Board note the content of this Capital Monitoring Report as at 31 October 2016.

3 FINANCIAL IMPLICATIONS

The Joint Board's 2016/2017 Capital Expenditure Programme of £687,000 was approved by the Board on 17 December 2015 (Report TRB 28-2015). 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 2016/2017 (as detailed in Table 1 on Appendix A) is projected to be £237,000 (i.e. a net decrease of £450,000 from the originally approved budget) based on the financial ledger information up to 31 October 2016 and this will be funded from 2016/2017 Capital Grant of £237,000. This results in a projected Capital Grant carried forward into 2017/2018 of £1,140,000 (as detailed in Table 2 on Appendix A).

4 REASONS FOR CAPITAL EXPENDITURE NET DECREASE

The main reasons for the net decrease of £450,000 can be summarised as follows:

	£000
<u>Slippage from 2015/2016:</u>	
Paintwork to Box Girders	25
CCTV	100
<u>Budget Adjustments:</u>	
Paintwork to Box Girders	(125)
CCTV	(165)
CP Monitoring	(125)
<u>Slippage into 2017/2018:</u>	
CCTV	(160)
Total Budget Adjustments	<u>(450)</u>

5 RISK ASSESSMENT

- 5.1 There are a number of risks which may have an impact on the Capital expenditure programme for 2016/2017. 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 2016/2017 capital programme is showing a projected capital spend of £237,000 which will be funded from Scottish Government grant.

The 2016/2017 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

22 NOVEMBER 2016

TAY ROAD BRIDGE JOINT BOARD

TABLE 1: CAPITAL EXPENDITURE MONITORING - 7 MONTHS TO 31 OCTOBER 2016

Expenditure	Capital Budget 2016/17 £000	Slippage from 2015/16 £000	Budget Adjust £000	Slippage into 2017/18 £000	Revised Capital Budget 2016/17 £000	Actual to 31 Oct 2016 £000	Projected Outturn 2016/17 £000	Variance from Budget £000
New Vehicles	30	-	-	-	30	-	30	-
Carriageway Resurfacing	25	-	-	-	25	-	25	-
Gantry - Miscellaneous	25	-	-	-	25	-	25	-
Miscellaneous Projects	50	-	-	-	50	34	50	-
Paintwork to Box Girders	150	25	(125)	-	50	-	50	-
Replacement of Expansion Joints	25	-	-	-	25	-	25	-
Central Walkway Surfacing Replacement	7	-	-	-	7	7	7	-
CCTV	225	100	(165)	(160)	-	-	-	-
CP Monitoring	150	-	(125)	-	25	-	25	-
Total Gross Expenditure	687	125	(415)	(160)	237	41	237	-
Funded by:	£000	£000	£000	£000	£000	£000	£000	£000
Capital Grant 2015/2016	500	125	(228)	(160)	237	292	237	-
Unapplied Capital Grant brought forward from Previous Years	187	-	(187)	-	-	-	-	-
Contribution from General Fund Reserve	-	-	-	-	-	-	-	-
Capital Receipt	-	-	-	-	-	-	-	-
Total Funding	687	125	(415)	(160)	237	292	237	-

TABLE 2: Unapplied Capital Grant Projected Carry Forward:

Unapplied Capital Grant Brought Forward	£000
877	
Add: Capital Grant Received 2016/2017	500
Less: Capital Grant Utilised 2016/2017	(237)
Unapplied Capital Grant Carried Forward to 2017/2018	1,140

1. Chlorophyll a is the primary photosynthetic pigment in most plants.
 2. Chlorophyll b is an accessory pigment that transfers energy to chlorophyll a.
 3. Carotenoids are accessory pigments that absorb light in the blue-violet and green-yellow regions of the visible spectrum and transfer energy to chlorophyll a.

Table 1: Absorption Spectra of Photosynthetic Pigments

Pigment	Absorption Spectrum (Relative Intensity)		Action Spectrum (Relative Rate of Photosynthesis)	
	Blue Light (400-500 nm)	Red Light (600-700 nm)	Blue Light (400-500 nm)	Red Light (600-700 nm)
Chlorophyll a	High	High	High	High
Chlorophyll b	High	Low	Low	Low
Carotenoids	High	Low	Low	Low

4. The action spectrum shows the relative rate of photosynthesis as a function of light wavelength.

REPORT TO: TAY ROAD BRIDGE JOINT BOARD - 5 DECEMBER 2016
REPORT ON: REVENUE BUDGET 2017/2018 TO 2019/2020
JOINT REPORT BY: TREASURER AND BRIDGE MANAGER
REPORT NO: TRB 29-2016

ITEM No: 9,

1 PURPOSE OF REPORT

To appraise Board Members on the proposed Tay Road Bridge Revenue Budget for the financial years 2017/2018 to 2019/2020.

2 RECOMMENDATIONS

It is recommended that the Board approve the Revenue Budget for the period 2017/2018 to 2019/2020.

3 FINANCIAL IMPLICATIONS

The Board's 2017/2018 Revenue Budget shows a budgeted surplus of £100,000 which is arrived at after assuming receipt of a Resource Grant from the Scottish Government of £1,700,000. It should be noted that from the estimated annual surplus of £100,000 the Board plan to incur £100,000 on minor improvement works (CFCR). The effect of the above expenditure would result in a balanced budget for 2017/2018. The General Fund Reserve balance is projected to be £1,160,591 as at 31 March 2018.

4 REVENUE BUDGET 2017/2018 TO 2019/2020

- 4.1 The budget for staff costs includes a provision for the estimated pay award of 1% for 2017/2018 and 2% for each of the financial years 2018/2019 and 2019/2020. 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 2017/2018 Revenue Budget. A 1% general inflationary increase on non-staff costs have been allowed for in 2018/2019 and 2019/2020 and specific allowances have been made for anticipated increases or decreases in individual budgets.
- 4.4 The three yearly Revenue Budget has been prepared in accordance with previous years' budgets. A copy of the detailed Revenue Budget 2017/2018 to 2019/2020 is enclosed at Appendix A.
- 4.5 The outcome of the Scottish Government's Comprehensive Spending Review will not be known until December 2016. Indicative discussions suggest that the level of funding will remain constant for 2017/2018. However there is no guarantee that this level of funding will be maintained in future years.

5 CAPITAL FUNDED FROM CURRENT REVENUE (CFCR)

- 5.1 Once the ongoing revenue expenditure has been met from the Scottish Government Resource Grant, then the Board may fund minor Capital works on the Bridge. The proposed minor improvement works to be funded in this manner are detailed in Appendix B.

6 RESERVES AND BALANCES

- 6.1 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 updates in November 2008 and July 2014), 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.
- 6.2 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 Reserve balances for the financial year ahead.
 - ii a note advising as to the adequacy of the General Reserve 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.
- 6.3 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 2015/2016 and previous years resulted in a Revenue Grant Balance carried forward into 2016/2017 of £1,040,073. This balance will be used to fund any overspend in the current financial year before any contributions are made from the General Reserve Balance.
The 2016/2017 Revenue monitoring currently projects an £89,000 deficit.
Taking the above factors into account, the level of Revenue Grant Balance carried forward at 31 March 2017 is projected to be £951,073.

The Board's Audited Statement of Accounts 2015/2016 showed a General Reserve Balance of £1,160,591 at 31 March 2016.

The level of uncommitted General Reserve Balances at 31 March 2017 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.

7 RISK ASSESSMENT

7.1 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.

7.2 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.

7.3 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 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.
- the possibility of identifying new income streams during the year.

8 POLICY IMPLICATIONS

None

9 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.

10 BACKGROUND PAPERS

None

MARJORY STEWART
TREASURER

22 NOVEMBER 2016

After having had a meeting with the Board of Directors and the Board of Directors, it is recommended that the minimum level of investment be set at \$100,000 in order to ensure a consistent level of investment and to also act as a buffer against the risk of market fluctuations.

The Board of Directors is recommended to set the minimum level of investment at \$100,000 and to review this level annually.

BOARD OF DIRECTORS

It is recommended that the Board of Directors be composed of five members, with three members being elected by the Board of Directors and two members being appointed by the Board of Directors.

THE BOARD OF DIRECTORS

- The Board of Directors shall have the authority to set the minimum level of investment and to review this level annually.
- The Board of Directors shall have the authority to set the maximum level of investment and to review this level annually.
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It is recommended that the Board of Directors be composed of five members, with three members being elected by the Board of Directors and two members being appointed by the Board of Directors.

- The Board of Directors shall have the authority to set the minimum level of investment and to review this level annually.
- The Board of Directors shall have the authority to set the maximum level of investment and to review this level annually.
- The Board of Directors shall have the authority to set the level of investment and to review this level annually.
- The Board of Directors shall have the authority to set the level of investment and to review this level annually.
- The Board of Directors shall have the authority to set the level of investment and to review this level annually.

BOARD OF DIRECTORS

It is recommended that the Board of Directors be composed of five members, with three members being elected by the Board of Directors and two members being appointed by the Board of Directors.

CONCLUSIONS

The Board of Directors and the Board of Directors are recommended to set the minimum level of investment at \$100,000 and to review this level annually.

BOARD OF DIRECTORS

It is recommended that the Board of Directors be composed of five members, with three members being elected by the Board of Directors and two members being appointed by the Board of Directors.

BOARD OF DIRECTORS

23 NOVEMBER 2018

REVENUE BUDGET 2017/2018 TO 2019/2020APPENDIX A

	2016/2017 Budget £	2016/2017 Projection £	2017/2018 Budget £	2018/2019 Budget £	2019/2020 Budget £
<u>Administration</u>					
Staff	189,288	202,288	179,363	194,951	186,609
Property	27,700	27,700	31,400	31,714	32,031
Supplies & Services	164,044	194,044	160,847	162,455	164,080
Transport	975	975	975	985	995
Third Party Payments	87,194	87,194	90,903	91,812	92,730
	<u>469,201</u>	<u>512,201</u>	<u>463,488</u>	<u>481,917</u>	<u>476,445</u>
<u>Operations</u>					
Staff	531,779	627,779	447,142	456,158	465,074
Supplies & Services	7,500	7,500	17,500	17,675	17,851
	<u>539,279</u>	<u>635,279</u>	<u>464,642</u>	<u>473,833</u>	<u>482,925</u>
<u>Plant & Equipment</u>					
Property	35,000	35,000	35,000	35,350	35,704
Supplies & Services	187,750	187,750	207,165	209,237	211,328
Transport	34,500	34,500	35,900	36,258	36,622
Third Party Payments	21,250	21,250	19,250	19,443	19,637
	<u>278,500</u>	<u>278,500</u>	<u>297,315</u>	<u>300,288</u>	<u>303,291</u>
<u>Bridge Maintenance</u>					
Staff	256,173	256,173	266,188	271,511	276,941
Property	26,800	26,800	27,500	27,774	28,053
Supplies & Services	59,400	59,400	61,550	62,166	62,788
Transport	550	550	550	556	561
Third Party Payments	42,750	42,750	42,750	43,178	43,609
	<u>385,673</u>	<u>385,673</u>	<u>398,538</u>	<u>405,185</u>	<u>411,952</u>
GROSS EXPENDITURE	1,672,653	1,811,653	1,623,983	1,661,223	1,674,613
<u>Income</u>					
Scottish Government Resource Grant	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Interest on Revenue Balances	12,300	12,300	13,370	13,610	14,000
Kiosk Rent	10,213	10,213	10,213	10,213	10,213
Miscellaneous	140	140	400	400	400
GROSS INCOME	1,722,653	1,722,653	1,723,983	1,724,223	1,724,613
TOTAL NET REVENUE EXPENDITURE / (INCOME)	(50,000)	89,000	(100,000)	(63,000)	(50,000)

CAPITAL FUNDED FROM CURRENT REVENUE (CFCR)

	2016/2017 Budget £	2016/2017 Projection £	2017/2018 Budget £	2018/2019 Budget £	2019/2020 Budget £
Miscellaneous Projects	-	-	50,000	50,000	100,000
Gantry Miscellaneous	-	-	25,000	25,000	25,000
Paintwork to Box Girders	-	-	25,000	50,000	25,000
TOTAL CFCR	-	-	100,000	125,000	150,000
TOTAL NET DEFICIT / (SURPLUS) MET FROM GENERAL RESERVE BALANCES	(50,000)	89,000	-	62,000	100,000

STATE OF MISSISSIPPI
DEPARTMENT OF REVENUE

SALES TAX
RETURN

DATE	AMOUNT	TAX	TOTAL
1/1/00	100.00	2.00	102.00
2/1/00	200.00	4.00	204.00
3/1/00	300.00	6.00	306.00
4/1/00	400.00	8.00	408.00
5/1/00	500.00	10.00	510.00
6/1/00	600.00	12.00	612.00
7/1/00	700.00	14.00	714.00
8/1/00	800.00	16.00	816.00
9/1/00	900.00	18.00	918.00
10/1/00	1000.00	20.00	1020.00
11/1/00	1100.00	22.00	1122.00
12/1/00	1200.00	24.00	1224.00
TOTAL	12000.00	240.00	12240.00

STATE OF MISSISSIPPI DEPARTMENT OF REVENUE

1/1/00

REPORT TO: TAY ROAD BRIDGE JOINT BOARD - 5 DECEMBER 2016

REPORT ON: CAPITAL PLAN 2017/2018 TO 2019/2020

REPORT BY: TREASURER

REPORT NO: TRB 30-2016

ITEM No: 10.

1 PURPOSE OF REPORT

The purpose of this report is to approve the Board's Capital Plan for the period 2017/2018 to 2019/2020 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:

<u>Financial Year</u>	<u>Capital Budget £000</u>	<u>Grant Funding £000</u>
2017/2018	875	500
2018/2019	1,480	tbc
2019/2020	555	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

22 NOVEMBER 2016

TAY ROAD BRIDGE JOINT BOARD**PROPOSED CAPITAL EXPENDITURE PROGRAMME 2017/2018 - 2019/2020**

<u>Project Title</u>	<u>Projected</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
	<u>Outturn</u>			
	<u>2016/17</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
New Vehicles	30	140	-	30
Carriageway Resurfacing	25	25	50	200
Central Walkway Surfacing Replacement	7	-	-	-
Paintwork to Box Girders	50	25	50	25
Gantry – Miscellaneous	25	25	25	25
CCTV	-	160	-	-
CP Monitoring Equipment	25	175	-	-
Miscellaneous Projects	50	50	50	100
VMS	-	150	-	-
Weather Monitoring Equipment	-	-	30	-
Inspection of Columns and Piers	-	-	150	150
Replacement of Expansion Joints	25	25	25	25
Bridge Office Refurbishment	<u>-</u>	<u>100</u>	<u>1,100</u>	<u>-</u>
	<u>237</u>	<u>875</u>	<u>1,480</u>	<u>555</u>
<u>Funded by</u>				
Capital Grant	237	500	tbc	tbc
Capital Grant carried forward from previous years	-	275	865	-
Capital Funded from Current Revenue (CFCR)	<u>-</u>	<u>100</u>	<u>125</u>	<u>150</u>
	<u>237</u>	<u>875</u>	<u>990</u>	<u>150</u>
Additional Capital Funding Required	<u>-</u>	<u>-</u>	<u>490</u>	<u>405</u>

