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# *TAY ROAD BRIDGE JOINT BOARD*

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Clerk: Roger Mennie  
Head of Democratic and Legal Services  
Dundee City Council  
5 City Square  
Dundee

TO: ALL MEMBERS OF THE TAY  
ROAD BRIDGE JOINT BOARD

Date 6th September, 2021

Dear Member

**TAY ROAD BRIDGE JOINT BOARD**

You are requested to attend a meeting of the **TAY ROAD BRIDGE JOINT BOARD** to be held remotely on Monday, 13th September, 2021 at 10.00 am.

The agenda and papers are enclosed.

Members of the Press or Public wishing to join the meeting should contact Committee Services on telephone (01382) 434818 or by email at [committee.services@dundeecity.gov.uk](mailto:committee.services@dundeecity.gov.uk) by no later than 12 noon on Friday, 10th September, 2021.

Please submit any apologies for absence to Arlene Hay, Committee Services Officer on telephone (01382) 434818 or email [arlene.hay@dundeecity.gov.uk](mailto:arlene.hay@dundeecity.gov.uk).

Yours faithfully

ROGER MENNIE

Clerk to the Joint Board



## **AGENDA OF BUSINESS**

### **1 DECLARATION OF INTEREST**

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

### **2 MINUTE OF PREVIOUS MEETING - Page 1**

The minute of meeting of the Tay Road Bridge Joint Board held on 14th June, 2021 is submitted for approval (copy attached).

### **3 OPERATIONAL RESTRICTIONS AND CLOSURES - Page 5**

(Report No TRB20-2021 by the Bridge Manager, copy enclosed).

### **4 ANNUAL REVIEW OF STRATEGIC RISK MANAGEMENT - PAGE 11**

(Report No TRB19-2021 by the Bridge Manager, copy enclosed).

### **5 STRUCTURAL INVESTIGATION OF CARRIAGEWAY DECK SURFACING AND WATERPROOFING - Page 31**

(Report No TRB18-2021 by the Bridge Manager, copy enclosed).

### **6 REVENUE MONITORING – 4 MONTHS TO 31ST JULY, 2021 - Page 35**

(Report No TRB15-2021 by the Treasurer, copy enclosed).

### **7 CAPITAL MONITORING - 4 MONTHS TO 31ST JULY, 2021 - Page 41**

(Report No TRB16-2021 by the Treasurer, copy enclosed).

### **8 AUDITED ACCOUNTS**

#### **(a) EXTERNAL AUDITOR'S ANNUAL REPORT**

##### **(i) Audit Scotland's Covering Letter - Page 49**

(Copy enclosed).

##### **(ii) Proposed 2020/2021 Annual Audit Report - Page 59**

(Copy enclosed).

#### **(b) RESPONSE TO EXTERNAL AUDITOR'S ANNUAL REPORT ON THE 2020/2021 AUDIT OF TAY ROAD BRIDGE JOINT BOARD - Page 87**

(Report No TRB17-2021 by the Treasurer, copy enclosed).

#### **(c) AUDITED ACCOUNTS FOR YEAR ENDED 31ST MARCH, 2021 - Page 91**

(Copy enclosed).

**9        DATE OF NEXT MEETING**

The next meeting of the Joint Board will be held on Monday, 6th December, 2021 at 10.00am via MS Teams (unless otherwise advised).

**ITEM No ...2.....**

At a MEETING of the **TAY ROAD BRIDGE JOINT BOARD** held remotely on 14th June, 2021.

Present:-

Dundee City Council

Councillor Lynne SHORT  
Councillor Stewart HUNTER  
Councillor George McIRVINE  
Councillor Margaret RICHARDSON  
Bailie Fraser MACPHERSON

Fife Council

Councillor Jonny TEPP  
Councillor Bill CONNOR  
Councillor Andy HEER  
Councillor Brian THOMSON  
Councillor John DOCHERTY

Also Present (Officers):-

Alan HUTCHISON (Bridge Manager)  
David ROBERTSON (Depute Bridge Manager)  
Gary BRADY (Engineer)  
John MOIR (for Treasurer)  
Kenny McKAIG (for Clerk)  
Richard SMITH (Audit Scotland)

Councillor Lynne SHORT, Chairperson, in the Chair.

**I DECLARATION OF INTEREST**

There were no declarations of interest.

**II MINUTE OF PREVIOUS MEETING**

The minute of meeting of the Tay Road Bridge Joint Board held on 1st March, 2021 was submitted and approved.

**III OPERATIONAL RESTRICTIONS AND CLOSURES**

There was submitted Report No TRB14-2021 by the Bridge Manager appraising the Joint Board of the number and nature of operational restrictions and closures applied between 1st February, 2021 and 30th April, 2021.

The Joint Board noted the contents of the report as at 30th April, 2021.

**IV PROPOSED CHANGES TO OPERATIONAL WORKING AND STAFFING STRUCTURE AT THE TAY ROAD BRIDGE**

There was submitted Report No TRB11-2021 by the Bridge Manager seeking approval of the Bridge Manager's proposals to reorganise the staffing structure at the Tay Road Bridge in order to improve business resilience and service delivery along with staff health and wellbeing.

The Joint Board approved the proposals as outlined in section 4 of the report.

## **V INTRODUCTION OF A SHARED COST AVC SCHEME**

There was submitted Report No TRB10-2021 by the Bridge Manager seeking approval for the proposed Shared Cost Additional Voluntary Contribution (SCAVC) Scheme for Local Government Pension Scheme members.

The Joint Board:-

- (i) approved the proposal to exercise its discretion under Regulation 17 of the Local Government Pension Scheme (Scotland) Regulations 2014, to approve the introduction of a Shared Cost AVC Scheme for Local Government Pension Scheme members. The scheme would initially be with Prudential and would be implemented through salary sacrifice via payroll; and
- (ii) noted that any Salary Sacrifice Scheme was subject to HMRC approval and also that any changes in regulations in the future might directly impact on the scheme.

## **VI TENDER REPORT – IMPROVEMENTS TO ADMINISTRATION OFFICE COMPOUND**

There was submitted Report No TRB12-2021 by the Bridge Manager seeking agreement to authorise the appointment of Tayside Contracts to carry out asphaltting and gate improvement works to the Administration Office compound.

The Joint Board:-

- (i) instructed The Clerk to the Board to accept the offer of £47,733.33 from Tayside Contracts, procured directly through the Dundee Roads Maintenance Partnership; and
- (ii) authorised overall expenditure of £63,233.33 which included an allowance of £9,500 for contingencies and £6,000 for professional fees associated with design, tender preparation and site supervision.

## **VII RESPONSE TO INTERNAL AUDITOR'S ANNUAL REPORT TO MEMBERS**

There was submitted Report No TRB9-2021 by the Bridge Manager in response to the Annual Report, ref 2021/06, prepared by the Board's Internal Auditor, Henderson Loggie, on Staff Recruitment and Retention/HR Policies, Capital Projects (Appendix 2), Procurement/Creditors Purchasing (Appendix 3) and previous Audit follow-up reviews (Appendix 4). A copy of the Internal Auditor's annual report was included as Appendix 1.

The Joint Board:-

- (i) endorsed the report as the formal response to the Internal Auditor's report; and
- (ii) instructed the Bridge Manager to implement the Internal Auditor's recommendation as set out in paragraph 5.2 of the report.

## **VIII LOCAL CODE OF CORPORATE GOVERNANCE**

There was submitted Report No TRB5-2021 by the Treasurer reviewing and updating the Joint Board's Local Code of Corporate Governance.

The Joint Board:-

- (i) approved the compliance review and updated Local Code of Corporate Governance as detailed in Appendix A to the report;
- (ii) noted the progress against the 2020/2021 improvement action plan in Appendix 1; and

- (iii) approved the implementation of the improvements listed in Appendix 2 for 2021/2022.

## **IX ANNUAL GOVERNANCE STATEMENT FOR THE YEAR TO 31ST MARCH, 2021**

There was submitted Report No TRB6-2021 by the Treasurer presenting to the Joint Board the Annual Governance Statement for approval and inclusion in the unaudited Annual Accounts for the year ended 31st March, 2021 which was also being submitted to the Joint Board.

The Joint Board:-

- (i) noted the contents of the covering report;
- (ii) approved the Annual Governance Statement which was included as an Appendix to the report; and
- (iv) instructed the Treasurer to include the Annual Governance Statement in the Annual Accounts for the year to 31st March, 2021.

## **X UNAUDITED ANNUAL ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2021**

There was submitted Report No TRB7-2021 by the Treasurer providing some additional commentary on the unaudited Annual Accounts for the year ended 31st March, 2021 which was being submitted to the Tay Road Bridge Joint Board along with the report.

The Joint Board:-

- (i) noted the contents of the covering report;
- (ii) noted the unaudited Annual Accounts which had been submitted along with the report;
- (iii) instructed the Treasurer to submit the Annual Accounts to the Controller of Audit, Accounts Commission for Scotland; and
- (v) noted that the key assumptions underpinning the independent actuaries' calculation of the Board's IAS 19 liability had been reviewed and accepted by Dundee City Council as administering authority for the Pension Fund.

## **XI 2021/2022 INSURANCE PROGRAMME**

There was submitted Report No TRB8-2021 by the Treasurer providing an overview of the insurance arrangements for the financial year 2021/2022.

The Joint Board noted the details contained within the report.

## **XII LAUNCH OF REPLACEMENT TAY ROAD BRIDGE WEBSITE**

It was reported that that consideration of Principles B and E of the CIPFA Local Code of Corporate Governance Self-Assessment checklist provided the Board with an opportunity to improve stakeholder engagement and openness by delivering an improved Tay Road Bridge website. The new website had been developed following consultation with the public and had been shared with Board members for comment. All comments had been acted upon and it was the Bridge Manager's intention to launch the new website on 1st July, 2021. The new website would still be accessed via the web address [www.tayroadbridge.co.uk](http://www.tayroadbridge.co.uk) and was fully supported by Dundee City Council.

The Joint Board noted accordingly.

**XII                    DATE OF NEXT MEETING**

Monday, 13th September, 2021 at 10.00 am via MS Teams (unless otherwise advised).

Councillor Lynne SHORT, Chairperson.



ITEM No ...3.....
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REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 13 SEPTEMBER 2021

REPORT ON: OPERATIONAL RESTRICTIONS AND CLOSURES

REPORT BY: THE BRIDGE MANAGER

REPORT NO: TRB 20-2021

## 1.0 PURPOSE OF REPORT

- 1.1 To appraise the Joint Board of the number and nature of operational restrictions and closures applied between 1 May and 31 July 2021.

## 2.0 RECOMMENDATIONS

- 2.1 The Joint Board are asked to note the contents of this Report as at 31 July 2021.

## 3.0 FINANCIAL IMPLICATIONS

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

## 4.0 COMMENTARY ON RESTRICTIONS AND CLOSURES

- 4.1 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 May and 31 July 2021 is given below:-

### 4.1.1 Single Carriageway Closure

Reason	Total Duration (Minutes)	Number of Occasions	Average Duration (Minutes)	Maximum Time Closed (Minutes)	Minimum Time Closed (Minutes)
Operational	662	227	2.92	6	1
Breakdown	46	10	4.6	10	2
Miscellaneous Incidents	39	10	3.9	11	1
Single Lane Closures for Maintenance	680	14	48.57	105	6
Police Incidents	351	32	10.97	42	2

#### 4.1.2 Full Bridge Closure

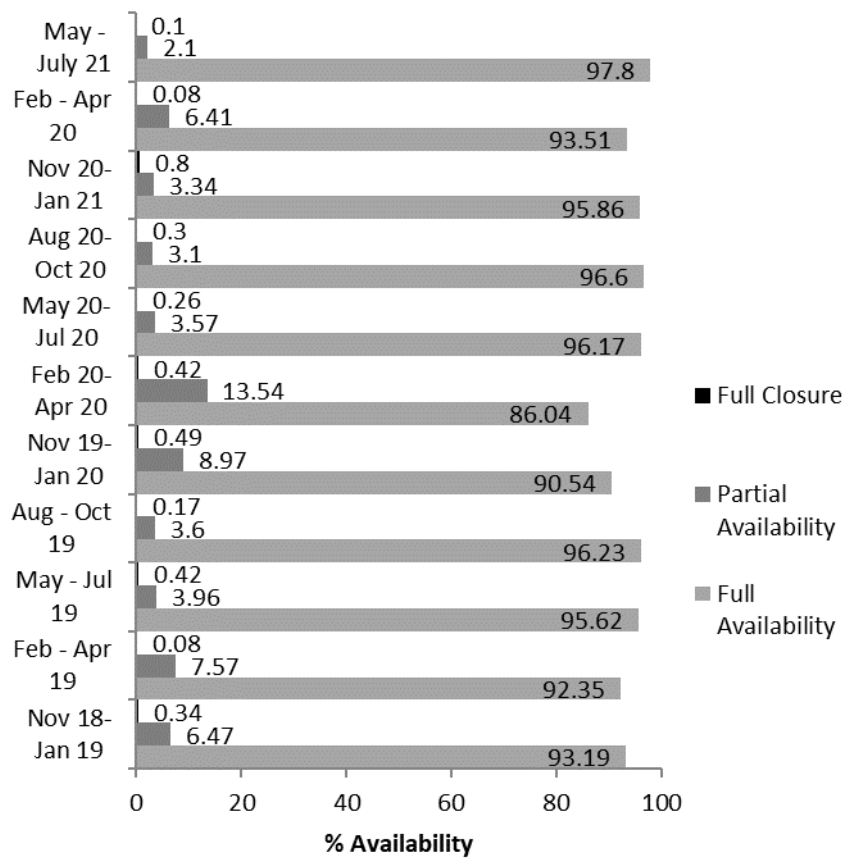
Reason	Total Duration (Minutes)	Number of Occasions	Average Duration (Minutes)	Maximum Time Closed (Minutes)	Minimum Time Closed (Minutes)
Operational (Night Closures)	0	0	0	0	0
Police Incidents	123	7	17.57	33	9
Wind	0	0	0	0	0

#### 4.1.3 High Winds Restrictions

Traffic Restricted	Total Duration (Minutes)	Number of Occasions	Average Duration (Minutes)	Maximum Time Restricted (Minutes)	Minimum Time Restricted (Minutes)
Double Deck Buses	970	2	485	800	170
High Sided Vehicles	0	0	0	0	0
All Traffic	0	0	0	0	0

#### 4.1.4 Availability of Bridge

### AVAILABILITY TO BRIDGE USERS



	May-July 20	Aug-Oct 20	Nov 20-Jan 21	Feb-Apr 21	May-July 21
Full Availability	96.17	96.6	95.86	93.51	97.8
Partial Availability	3.57	3.10	3.34	6.41	2.1
Full Closure	0.26	0.30	0.80	0.08	0.1

#### 4.1.5 Summary of Bridge availability 1 May to 31 July 2021

Full availability (No restrictions)	97.8%
Partial Availability (Some restrictions)	2.1%
No Availability (Full Closure)	0.1%

#### 4.1.6 Passenger Lift Availability 1 May to 31 July 2021

Available for use	98.79% (2181 hours 17 minutes)
Not available for use	*1.21% (26 hours 43 minutes)

\*includes routine servicing of 1 hour once a month.

### 5.0 TRAFFIC COUNT DATA

#### 5.1 Traffic Count Data from Dundee Ramps

	1 <sup>st</sup> Quarter 2020	2 <sup>nd</sup> Quarter 2020	3 <sup>rd</sup> Quarter 2020	4 <sup>th</sup> Quarter 2020	1 <sup>st</sup> Quarter 2021	2 <sup>nd</sup> Quarter 2021
	(Feb- Apr)	(May- Jul)	(Aug – *Oct)	(Nov – Jan)	(Feb- Apr)	(May- Jul)
Northbound to West	2376	3171	4504	3461	3478	4013
Northbound to East	4728	4776	6901	4340	5128	7084
Northbound Total	<b>7104</b>	<b>7947</b>	<b>11405</b>	<b>7801</b>	<b>8606</b>	<b>11097</b>
Southbound from West	3864	3424	4854	3522	3726	5245
Southbound From East	5244	5266	7567	5187	5722	7940
Southbound Total	<b>9108</b>	<b>8690</b>	<b>12421</b>	<b>8709</b>	<b>9448</b>	<b>13185</b>
<b>AADT Traffic per Quarter</b>	<b>16212</b>	<b>16637</b>	<b>23826</b>	<b>16510</b>	<b>18054</b>	<b>24882</b>

#### **AADT – (Annual Average Daily Total)**

\*New counting loops were installed on 8 October 2020. Please note that some data was corrupted on the northbound exit slip road from this date. Traffic counts have been averaged using reliable data over the quarter to allow the traffic count to be reported.

A comparison of traffic counts between the first quarter and the second quarter of 2021 show an increase of approximately 18% in daily vehicle crossings. This shows that traffic levels have recovered to around 95% of the traffic levels recorded prior to the Covid-19 global pandemic.

## 5.2 Cyclist and Pedestrian Count on the Walkway

AADT – (Annual Average Daily Total) Northbound and Southbound

	2 <sup>nd</sup> Quarter 2020		3 <sup>rd</sup> Quarter 2020		4 <sup>th</sup> Quarter 2020		1 <sup>st</sup> Quarter 2021		2 <sup>nd</sup> Quarter 2021
	(May - Jul)		(Aug- Oct)		(Nov- Jan)		(Feb- Apr)		(May- Jul)
Cyclists – May	330	Cyclists - Aug	216	Cyclists -Nov	93	Cyclists- Feb	81	Cyclists- May	150
Cyclists – Jun	269	Cyclists - Sep	194	Cyclists -Dec	67	Cyclists- Mar	189	Cyclists- Jun	190
Cyclists –Jul	250	Cyclists - Oct	127	Cyclists -Jan	69	Cyclists- Apr	183	Cyclists- Jul	165
AADT Cyclists per Quarter	<b>283</b>	AADT Cyclists per Quarter	<b>179</b>	AADT Cyclists per Quarter	<b>77</b>	AADT Cyclists per Quarter	<b>151</b>	AADT Cyclists per Quarter	<b>168</b>

A Pedestrian and Cycling Counter was installed on the bridge walkway in October 2019. Unfortunately, reliable pedestrian numbers are not yet available. The Bridge Manager will investigate options for installing a separate pedestrian counter given that it appears that the dual pedestrian and cycling counter is not providing pedestrian data despite efforts to remediate.

## 6.0 POLICY IMPLICATIONS

6.1 This report has been subject to an assessment of any impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. There are no major issues.

## 7.0 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.

## 8.0 BACKGROUND PAPERS

8.1 None.

**ALAN HUTCHISON**  
**BRIDGE MANAGER**  
**1 SEPTEMBER 2021**



**ITEM No ...4.....**

**REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 13 SEPTEMBER 2021**

**REPORT ON: ANNUAL REVIEW OF STRATEGIC RISK MANAGEMENT**

**REPORT BY: THE BRIDGE MANAGER**

**REPORT NO: TRB 19-2021**

**1.0 PURPOSE OF REPORT**

1.1 To appraise the Joint Board of the annual review of Strategic Risk Management issues.

**2.0 RECOMMENDATION**

2.1 The Joint Board are asked to note the contents of this Report as at 13 September 2021 and the Strategic Risk Register attached as Appendix 1.

**3.0 FINANCIAL IMPLICATIONS**

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

**4.0 OUTCOME OF REVIEW**

4.1 As part of the ongoing management of risk it was agreed that the Risk Register would be reviewed annually and updated to take account of new or changed risks faced by the Joint Board.

4.2 This review was carried out on 17 August 2021 in conjunction with the Insurance and Risk Management Team from Dundee City Council and it can be reported that changes to Appendix 1, Strategic Risk Register, items 3, 8, 9 and 10 have been made to recognise potential financial risks associated with the global Coronavirus (Covid-19) pandemic. This plan will now cover the period 2021-22.

**5.0 POLICY IMPLICATIONS**

5.1 This report has been subject to an assessment of any impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. There are no major issues.

**6.0 CONSULTATION**

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.

**7.0 BACKGROUND PAPERS**

7.1 None.

**ALAN HUTCHISON**  
**BRIDGE MANAGER**  
**24 AUGUST 2021**





## Appendix 1



Tay Road Bridge

**TAY ROAD BRIDGE JOINT BOARD****RISK MANAGEMENT STRATEGIC PLAN****AND STRATEGIC RISK REGISTER**

Prepared by:	Alan Hutchison
Reviewed by:	Alan Hutchison/D Urquhart DCC Risk Management

Document Reference:	<b>TRB 09 rev 7</b>
Approved for Issue:	<b>Alan Hutchison</b>
Date: 17 August 2021	Bridge Manager



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## 1. INTRODUCTION

A working definition of Risk Management would be

**"A management discipline through which concerted and co-ordinated action is taken to identify, evaluate and control current and potential causes of loss which could threaten the Board's ability to deliver an efficient and effective service."**

Skilled Risk Management offers the Tay Road Bridge Joint Board the prospect of both tangible and intangible benefits, three examples of each are shown below:

### **Tangible**

- Reduced financial loss
- Fewer injuries to staff/public
- Preserved assets  
(bridge/buildings/vehicles/  
equipment)

### **Intangible**

- Better Public Image
- Orderly consideration of risk

Intelligent application of Risk Management concepts should serve to reduce the "fear of the unknown". In this way the discipline should be viewed as a catalyst to service delivery rather than viewed as a reason why certain activities cannot be undertaken.

To achieve this vision requires a disciplined approach to risk which percolates through all levels of the Organisation and its numerous operations. In turn, tiers of management require to absorb and apply Risk Management concepts in their every day thinking and actions and in many ways this "cultural change" is the primary objective of this first Risk Management Strategy Plan.

Whilst this objective could have previously been viewed as desirable, the heightened profile of Corporate Governance in Local Government and the increasing external focus by bodies such as Transport Scotland and Audit Scotland on the issue of Organisational Risk Management increasingly demands attainment of the core objective.

## 2. **POLICY STATEMENT**

2.1 The Tay Road Bridge Joint Board is committed to the management of risk in order to:-

- Minimise loss, damage or injury to Board employees or members of the public
- Protect Board assets and property
- Preserve and enhance the management and operation of the Tay Road Bridge
- Maintain effective stewardship of public funds
- Promote a favourable corporate image

The efficient management of risk forms part of the Board's overall business objectives. To achieve this, standards and principles will be developed and maintained. This process will involve identification and evaluation of risks to create practical and cost effective means of loss control and avoidance.

Risk management is recognised as a continuous process, demanding awareness and action from employees at every level, to reduce the possibility and impact of injury and loss.

### 3. RISK MANAGEMENT STRATEGY

The strategy aims to provide a framework for building a sustainable structure that recognisably supports Risk Management across all areas of Board activity and allows for monitoring and reporting on the effectiveness of that management.

Whilst acknowledging the majority of risks are relatively low-level in terms of severity there are in addition significant Strategic or Corporate risks that must also be managed.

#### 3.1 **Status**

Risk Management should be as much a part of the duties of all employees as are the control of budgets and the deployment of staff and equipment.

It should also be an element of the consultation process prior to altering existing service delivery and/or implementing new initiatives.

If the Board is to satisfy its external scrutiny obligations it will be required to demonstrate that Risk Management is carried out in this systematic and structured manner and be subject to monitoring.

#### 3.2 **Management Arrangements**

Risk Management needs to be fully integrated with normal management processes. The Bridge Manager is primarily responsible for the management of risk. The Treasurer is required to produce and/or maintain:

- A Risk Register
- A Risk Management Action Plan to address unacceptable risk exposures which have been detailed in the Risk Register
- Monitoring reports as appropriate

#### 3.3 **Risk Management Forums**

It is acknowledged there can be high level areas of risk which would benefit from a Risk Management forum.

It is proposed where such a need is identified, the forum will be chaired by the Bridge Manager.

#### 3.4 **Accountability**

Accountability for performance must be an integral part of the Risk Management process. Progress ought to be monitored and the following routine reporting pattern will operate:

The Bridge Manager will report to the Board summarising Risk Management performance and updating the Risk Register on an annual basis.

#### 3.5 **Monitoring and Review**

Full implementation of this strategy will take time and effort. Similarly, adherence to its requirements on an ongoing basis will require a resource commitment.

In mitigation it should be remembered that significant elements of the strategy are, already being performed.

The implementation and operation of the strategy will be kept under review to ensure both that it is operating effectively and that there are no aspects taking up disproportionate effort.

3.6 **Management Information**

Many aspects of the strategy will be driven by the quality of information available over loss profiles. Risk Management Information is provided under a Service Level Agreement with Dundee City Council.



## 4. ROLES AND RESPONSIBILITIES

### 4.1 **Board Members**

Board Members are responsible for making the strategic decisions affecting the management and operation of the Tay Road Bridge. They are responsible for understanding the strategic risks the Board has to face and be aware of how they are managed.

Board Members main tasks are to:

- Approve the risk management Strategic Plan
- Monitor the reporting of risk management activity
- Approve the annual report on Risk Management performance.

### 4.2 **Board Officers**

The Bridge Manager is responsible for ensuring risks the Board face are adequately managed. To enable the Bridge Manager to fulfil this responsibility he will liaise with the following Board Officers on the various elements listed below:-

Clerk to the Board	Legal, Contractual and Personnel related Risk
Engineer to the Board	Engineering Risk
Treasurer to the Board	Financial Risk

The Bridge Manager's key tasks will be to:

- Implement the risk management strategic plan.
- Review the Risk Register annually in conjunction with the Clerk, Engineer, Treasurer and Dundee City Council's Risk Manager.

## 5. Risk Management

### 5.1 Risk Identification Process

A number of techniques have been used to construct the Board's Risk Register.

The Risk Register identifies strategic and significant operational risks. In addition, an assessment of risk probability coupled with a risk severity analysis is included within the register.

### 5.2 Risk Prioritisation and Control

Risks identified are prioritised in the following manner:

- a Risk score determined through multiplication of probability and severity scores as follows:-

Score	Probability	Severity
1	Rare	Insignificant
2	Unlikely	Minor
3	Possible	Moderate
4	Likely	Major
5	Certain	Catastrophic

The Matrix produced using the above scores is shown below:-

Probability

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Severity

- b Risks are then prioritised using the "Traffic Light System" as indicated below:

Risk Score	Status	Control	Review Timescale
1 to 8	Green	Risk adequately controlled	No specific action required
9 to 16	Amber	Risk partially controlled	Within 24 months
17 to 25	Red	Further control required	Within 12 months

The potential to control risks will be addressed continuously through the upkeep of the Risk Register. Most risks are capable of being managed - by controlling the probability or severity of the risk or both. Very few risks require to be avoided completely.

It is anticipated that many risks will be realigned through this process. It is unrealistic to conceive that at any given time all risks will be "Green" but it will be possible to critically analyse risks with a view to improving their "score".

### 5.3 Monitoring Arrangements

To avoid stagnation of the Risk register process the following monitoring arrangements are in place.

- risk register to be reviewed annually or at the time of any organisational/legislative changes

### 5.4 Current Risk Status

The following Risk Status graph has been prepared using the information taken from the Strategic Risk Register in Appendix A. The numbers shown identify the risk stated in the Register.

4	7			
	6			
	1,5,	2,3, 8,9		
		10		



## APPENDIX A

## Strategic Risk Register

No	Risk Description	Probability (P)	Severity (S)	Inherent Risk (P) x (S)	Existing Controls	Residual Risk	Further Action Required	Responsible Officer	Priority
<b>Risk Category: External</b>									
1	Change of Government with revised policies/strategies	2	4	8	N/A	2x4 =8	None	Clerk Treasurer	Green
2	Legislative changes e.g. Health & Safety , Environmental, Procurement etc	3	4	12	Maintain awareness of changes to legislation and amend policies and procedures timeously	3x3 = 9	Review and update Policies and Procedures on regular basis	Clerk Bridge Manager Engineer	Amber
3	Effects of changes to Economy – budget limitations etc	3	4	12	Financial planning, monitoring and control systems – Maintain regular and early communication with Transport Scotland for funding requirements.	3x3 = 9	None	Bridge Manager Treasurer	Amber

No	Risk Description	Probability (P)	Severity (S)	Inherent Risk (P) x (S)	Existing Controls	Residual Risk	Further Action Required	Responsible Officer	Priority
<b>Risk Category: Operational</b>									
4	Loss of structure/ operational capacity through ship impact/terrorism	3	5	15	Dundee Port Authority Controls. Insurance Provision of pier protection system at Navigation Spans Security of asset through CCTV and 24 hour site attendance	1x5 = 5	None	Bridge Manager Engineer	Green
5	Loss of structure/ operational capacity through effects of Dundee City Waterfront Development works	3	5	15	Major infrastructure Works in waterfront now complete- Left on Risk register as development plots still to be developed Asset Protection Agreement with DCC	1x2 = 2	Ongoing review of design and traffic management proposals throughout works	Bridge Manager Engineer	Green
6	Loss of operational capability through loss of bridge/buildings	2	5	10	Frequent inspection/maintenance of assets	2x4 = 8	None	Bridge Manager Engineer	Green
7	Losses through poor governance	3	5	15	Scheme of Delegation / Anti Fraud and Corruption Policy etc in place. Undertake Internal and External Audit	2x5 = 10	Continue to review and apply Governance Policies and Audits	Bridge Manager Treasurer	Amber

8	Failure to deliver projects to time and/or cost	3	4	12	Major schemes submitted to Board for approval. Early communication with Transport Scotland required to ensure funding requests are adequately noticed.	3x3 = 9	Adopt robust project management procedures including Business Case preparation for schemes in excess of £50,000.	Bridge Manager Engineer	Amber
9	Lack of financial resources:-	3	4	12	Maintain regular and early communication with Transport Scotland for funding requirements.  Submission of applications for Grant in Aid to include robust estimates as back up.  Monitor and control expenditure against agreed budgets	3x3 = 9		Bridge Manager Treasurer	Amber

10	Lack of staff resources:- Pandemic Industrial Action Recruitment problems	3	3	9	<p>Business Continuity plans Liaison/Consultation with Staff and Trade Unions on matters affecting staff</p> <p>Monitor/manage staff absences</p> <p>Monitor retiral dates and plan recruitment accordingly</p> <p>Service level agreement for Resilience Support secured in 2020 with Tayside Contracts to provide support if staff absent.</p> <p>Staffing structure changed in 2021 to provide enhanced in-house resilience.</p>	3x2 =6	<p>Review BC plans on regular basis</p> <p>Develop Staff Planning Strategy</p>	<p>Bridge Manager Roads Maintenance Partnership Manager at Tayside Contracts</p>	Green
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**APPENDIX B**  
**Risk Management Action Plan 2021-22**

Subject	Task	Responsibility	Timescale	Update
Strategic	Maintain Risk Management Planning process	Bridge Manager	Annually	Ongoing
Operational	Review Risk Register	Bridge Manager	Annually	Ongoing
Operational	Test Business Continuity Plans	Bridge Manager	Annually	Ongoing



**ITEM No ...5.....**

**REPORT TO:** TAY ROAD BRIDGE JOINT BOARD– 13<sup>TH</sup> SEPTEMBER 2021

**REPORT ON:** STRUCTURAL INVESTIGATION OF CARRIAGEWAY DECK SURFACING AND WATERPROOFING

**REPORT BY:** THE BRIDGE MANAGER

**REPORT NO:** TRB 18-2021

## **1 PURPOSE OF REPORT**

- 1.1 To authorise the appointment of Tayside Contracts to carry out disruptive investigation and testing of the carriageway deck surfacing and waterproofing to provide information required to develop the scope and design of future carriageway surfacing replacement.

## **2 RECOMMENDATIONS**

- 2.1 It is recommended that:
- The Board agrees to accept the offer of £122,888.67 from Tayside Contracts, procured directly through the Dundee Roads Maintenance Partnership.
  - The overall expenditure of £155,388.67 be authorised which includes an allowance of 10% (£12,500) for contingencies and £20,000 for site sampling and laboratory testing.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 The Treasurer advises that the above expenditure can be met from within the Capital Budget for 2021/22.

## **4 BACKGROUND**

- 4.1 The existing carriageway surfacing has been in service since 1966 and to date there has been no major intervention to replace it. A performance appraisal of the pavement by WSP Consulting Engineers in March 2021 concluded that the characteristics of the surfacing are now starting to degrade both functionally and structurally and replacement was recommended.
- 4.2 The Engineer to the Board and Bridge Manager have appraised Transport Scotland Officers of the need for this project, along with an estimate of total cost and estimated cost profile for full carriageway replacement works planned to commence in 2023 and 2024.
- 4.3 Results of a Ground Penetrating Radar survey of the entire carriageway was delivered to the Engineer to the Board and Bridge Manager in June 2021 and this survey found that the surfacing varied greatly in depth, which suggests that the finish to the concrete deck is widely irregular. This will pose significant challenges when it comes to the main works due to the impact on removal of the existing surfacing and new waterproofing solution.

- 4.4 In June 2021 WSP recommended that intrusive investigations, involving removal of large sections of existing surfacing, are undertaken to ascertain the condition of the top surface of the concrete deck and waterproofing layer to allow a more accurate estimation of any necessary concrete repairs and waterproofing required for the major project in 2023 and 2024.
- 4.5 Advanced understanding of condition will allow engineer's to develop the best functional design solution and aid in delivering a more accurate estimation of cost certainty for the major project in 2023 and 2024.
- 4.6 In order to mitigate the impact on programme and provide sufficient time to communicate realistic funding requests to the Scottish Government it is important that this investigation and testing is carried out this year.
- 4.7 In order to carry out the investigation prior to the Autumn when there is a higher risk of inclement weather which might delay and disrupt the works the Bridge Manager and Engineer to the Board consider that works must be instructed prior to the next scheduled meeting of the Board. The works require the closure of one carriageway at a time, with the bridge being kept open via the introduction of a Contraflow Traffic Management scheme, where traffic can travel both northbound and southbound using the same carriageway. Works are scheduled to take no more than seven days.
- 4.8 An offer of £122,888.67 has been received from Tayside Contracts through the Dundee Roads Maintenance Partnership to carry out the work. The offer has been checked by the Engineer to the Board and Bridge Manager and is considered competitive and as such it is recommended that the offer be accepted. Allowance of £32,500 for contingencies and site sampling and laboratory testing requires to be added. The Roads Maintenance Partnership is a partnership delivered between Dundee City Council and Tayside Contracts and in accordance with Best Value, its performance is continually monitored in terms of project delivery, outcomes and costs in comparison to the external market.

## **5 POLICY IMPLICATIONS**

- 5.1 This report has been subject to an assessment of any impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. There are no major issues.

## **6 CONSULTATIONS**

- 6.1 The Clerk, Treasurer and Engineer have been consulted in the preparation of this report.

## **7.0 BACKGROUND PAPERS**

- 7.1 None

**ALAN HUTCHISON**  
**BRIDGE MANAGER**  
**26 JULY 2021**

In view of the timescales involved this report was approved by the Clerk to the Tay Road Bridge Joint Board in consultation with the Chair of the Tay Road Bridge Joint Board and Vice-Chair of the Tay Road Bridge Joint Board.

*Roger Mennie*

4<sup>th</sup> August 2021

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Roger Mennie  
Clerk to the Tay Road Bridge Joint Board

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Date

*Lynne Short*

4<sup>th</sup> August 2021

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Cllr Lynne Short  
Chair of Tay Road Bridge Joint Board

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Date

*Jonny Tepp*

4<sup>th</sup> August 2021

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Cllr Jonny Tepp  
Vice-Chair of Tay Road Bridge Joint Board

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Date



**ITEM No ...6.....**

**REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 13 SEPTEMBER 2021**

**REPORT ON: REVENUE MONITORING – 4 MONTHS TO 31 JULY 2021**

**REPORT BY: THE TREASURER**

**REPORT NO: TRB 15-2021**

## **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to appraise Board Members of the latest position regarding the Joint Board's 2021/2022 Revenue Budget.

## **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Joint Board note the content of this Revenue Monitoring Report as at 31 July 2021.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The 2021/2022 Revenue Budget predicted a break-even position (see Report 19-2020). The current outturn position for the financial year 2021/2022 is projecting an overspend of £37,000 based on the financial information available at 31 July 2021 (as detailed in Appendix A).
- 3.2 Following the removal of tolls the Board's Revenue Expenditure is now financed by an annual Revenue Grant from Scottish Government.
- 3.3 During 2019, Transport Scotland's Internal Audit conducted a review of their management of grant funding arrangements which included their administration of grant payments to and carry forward requests from the Joint Board. One of the recommendations of this review was that monthly grant claims now have to be submitted based on actual net expenditure. This results in a projected Revenue Grant carried forward into 2022/2023 of £nil.
- 3.4 The projected £37,000 overspend, if it materialised, would result in a General Fund Reserve of £1,123,591 at 31 March 2022. This level of retained reserves is subject to negotiation with the Scottish Government.
- 3.5 Following an External Audit recommendation, the Board's Strategic Plan 2019 to 2024 (TRB 28-2018) was approved by the Board with the aim of demonstrating the link between the budgets and financial performance reporting against the strategic objectives. Appendix B links the current year's gross expenditure to each of the Board's five strategic objectives.
- 3.6 Details of current variances against budget headings are detailed below.
- 3.7 An overspend of £4,000 is projected in relation to Administration Staff Costs. This is due to increased salary costs as a result of changes to operational working and staffing structure since July 2021 (see TRB 11-2021).
- 3.8 An overspend of £9,000 is projected in relation to Operations Staff Costs. This is due to increased salary costs of £43,000 as a result of changes to operational working and staffing structure since July 2021 (see TRB 11-2021). This is offset by a saving of £34,000 due to the removal of a vacant Operations Officer post from the establishment as part of the restructure.

- 3.9 An overspend of £6,000 is projected in relation to Plant and Equipment Property Costs due to an additional supply to a contractor's site office at the Dundee Central Waterfront Development. This is reflected in increased income as detailed in paragraph 3.11 below.
- 3.10 An overspend of £24,000 is projected in relation to Bridge Maintenance Staff Costs. This is due to increased salary costs of £48,000 as a result of changes to operational working and staffing structure since July 2021 (see TRB 11-2021). This is offset by a saving of £24,000 due to the removal of a vacant Maintenance Officer post from the establishment as part of the restructure.
- 3.11 Increased income of £6,000 is projected in relation Miscellaneous Income. This is due to an additional electricity supply to a contractor's site office at the Dundee Central Waterfront Development. This is reflected in increased expenditure as detailed in paragraph 3.9 above.

#### **4.0 RISK ASSESSMENT**

- 4.1 In preparing the Board's Annual Revenue Budget (see Report TRB 19-2020), 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.

#### **5.0 POLICY IMPLICATIONS**

- 5.1 This report has been subject to an assessment of any impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. There are no major issues.

#### **6.0 CONSULTATIONS**

- 6.1 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.

#### **7.0 BACKGROUND PAPERS**

- 7.1 None

**ROBERT EMMOTT**  
**TREASURER**

**31 AUGUST 2021**



## TAY ROAD BRIDGE JOINT BOARD

## REVENUE MONITORING AS AT 31 JULY 2021

	Revenue Budget 2021/22 £	Expenditure to 31 July 2021 £	Final Projection 2021/22 £	Variance from Budget £	Paragraph Reference
<b>EXPENDITURE</b>					
<u>Administration</u>					
Staff Costs	191,072	60,280	195,072	4,000	3.7
Property Costs	30,650	10,365	30,650	-	
Supplies and Services	140,428	105,221	140,428	-	
Transport Costs	300	217	300	-	
Third Party Payments	110,146	-	110,146	-	
	472,596	176,083	476,596	4,000	
<u>Operations</u>					
Staff	521,204	151,176	530,204	9,000	3.8
Supplies & Services	8,400	2,543	8,400	-	
	529,604	153,719	538,604	9,000	
<u>Plant and Equipment</u>					
Property	22,000	10,174	28,000	6,000	3.9
Supplies & Services	159,000	72,715	159,000	-	
Transport	33,100	17,921	33,100	-	
Third Party Payments	7,750	994	7,750	-	
	221,850	101,804	227,850	6,000	
<u>Bridge Maintenance</u>					
Staff	307,500	85,955	331,500	24,000	3.10
Property	26,000	7,921	26,000	-	
Supplies & Services	49,750	10,481	49,750	-	
Transport	200	-	200	-	
Third Party Payments	21,200	-	21,200	-	
	404,650	104,357	428,650	24,000	
<b>GROSS EXPENDITURE</b>	1,628,700	535,963	1,671,700	43,000	
<b>INCOME</b>					
Scottish Government Revenue Grant	1,606,327	307,673	1,606,327	-	
Interest on Revenue Balances	11,760	-	11,760	-	
Kiosk Rent	10,213	2,553	10,213	-	
Miscellaneous	400	16	6,400	6,000	3.11
<b>GROSS INCOME</b>	1,628,700	310,238	1,634,700	6,000	
<b>TOTAL NET DEFICIT / (SURPLUS) MET FROM GENRAL RESERVE BALANCES</b>	-	225,725	37,000	37,000-	



**APPENDIX B****LINKING THE 2021/2022 REVENUE BUDGET MONITORING TO THE BOARD'S STRATEGIC OBJECTIVES**

	<b>Strategic Objective</b>	<b>2021/2022 Budget £</b>	<b>Expenditure to 31 July 2021 £</b>	<b>2021/2022 Projected £</b>
1	Meeting User Expectations	884,426	342,963	897,426
2	Fiscally Sustainable	87,896	-	87,896
3	Transparent Governance and Clear Decision-Making Processes	19,378	-	19,378
4	A Modern, Diverse and Well-Trained Workforce	16,500	1,200	16,500
5	Quality and Standards	<u>620,500</u>	<u>206,160</u>	<u>650,500</u>
	<b>TOTAL GROSS EXPENDITURE</b>	<b><u>1,628,700</u></b>	<b><u>535,963</u></b>	<b><u>1,671,700</u></b>



**ITEM No ...7.....**

**REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 13 SEPTEMBER 2021**

**REPORT ON: CAPITAL MONITORING - 4 MONTHS TO 31 JULY 2021**

**REPORT BY: THE TREASURER**

**REPORT NO: TRB 16-2021**

## **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to appraise Board Members of the latest position regarding the Joint Board's 2021/2022 Capital Plan.

## **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Joint Board note the content of this Capital Monitoring Report as at 31 July 2021.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The Joint Board's 2021/2022 Capital Expenditure Programme of £805,000 was approved by the Board on 7 December 2020 (Report TRB 20-2020). From 1 April 2008 the Board's Capital Expenditure projects are being financed through Scottish Government Capital Grant.
- 3.2 The capital outturn for the financial year 2021/2022 (as detailed in Table 1 on Appendix A) is projected to be £805,000 (i.e. no change from the original approved budget) based on the financial ledger information up to 31 July 2021 and this will be funded from 2021/2022 Capital Grant of £805,000.
- 3.3 An explanation of the major variances is shown in section 4 of the report.
- 3.4 During 2019, Transport Scotland's Internal Audit conducted a review of their management of grant funding arrangements which included their administration of grant payments to and carry forward requests from the Joint Board. One of the recommendations of this review was that monthly grant claims now have to be submitted based on actual net expenditure. This results in a projected Capital Grant carried forward into 2022/2023 of £nil.
- 3.5 Following an External Audit recommendation, the Board's Strategic Plan 2019 to 2024 (TRB 28-2018) was approved by the Board with the aim of demonstrating the link between the budgets and financial performance reporting against the strategic objectives. Appendix B links the current year's gross expenditure to each of the Board's five strategic objectives.

## 4.0 REASONS FOR CAPITAL EXPENDITURE VARIANCES

- 4.1 The main reasons for the budget variations on individual projects can be summarised as follows:

	<b>£000</b>
<b><u>Slippage from 2020/2021:</u></b>	
Cathodic Protection (CP) Hardware	25
Inspection to Columns and Piers	39
<b><u>Budget Adjustments:</u></b>	
Carriageway Resurfacing	155
Advanced Warning Signs	(200)
New Vehicles	(30)
Fife Landfall Improvements	(50)
Paintwork to Box Girders	(25)
Miscellaneous Projects	86
	—
<b>Total Budget Adjustments</b>	<b>—</b>

- 4.2 Due to the Covid 19 pandemic a full review of the long-term Capital Plan was conducted in order to inform the operational and financial requirements in the short- to medium-term. This review was shared with Transport Scotland as it informs the Scottish Government's Spending Review.
- 4.3 Details of current capital works and the main reasons for movements on each project are:
- 4.4 Carriageway Resurfacing: The original 2021/2022 budget was £100,000. The tender report for the appointment of a consulting engineer informed the outturn position (see Engineering Works report TRB 16-2019 and Tender Report TRB 32-2019 at December 2019 Board). The tender report for the Structural Investigation of Carriageway Deck Surfacing and Waterproofing, dealt with under Urgent Matters and then reported to September 2021 Board informs the budget adjustment of £155,000 and subsequent outturn position. This is a result of recommendations by the consulting engineer that intrusive investigations, involving removal of large sections of existing surfacing, are undertaken to ascertain the condition of the top surface of the concrete deck and waterproofing layer to allow a more accurate estimation of any necessary concrete repairs and waterproofing required for the major project in 2023 and 2024. The revised budget for 2021/2022 is anticipated to be £255,000 with the project due to be completed in 2021/2022.
- 4.5 Cathodic Protection (CP) Hardware: The original 2021/2022 budget was £25,000 for the replacement of CP hardware at the base of the columns. There was no expenditure in 2020/2021 with £25,000 slippage into 2021/2022 for CP Investigation works. The revised budget for this project is projected to be £50,000.
- 4.6 Inspection of Columns and Piers: The tender report to the March 2020 Board (TRB 5-2020) reported that the project will cost £224,000. Expenditure in 2020/2021 was £185,000 with slippage of £39,000 into 2021/2022. This slippage relates to £26,000 for Conduit Boxes that require to be replaced by the contractor but required abseiling which could not be carried out until after April due to Covid travel restrictions and weather conditions. A further slippage of £14,000 was also added as professional fee work can only be undertaken after completion of the contractor's work.
- 4.7 Advanced Warning Signs: The original 2021/2022 budget was £250,000. The main element of this budget was to replace the Advanced Warning Signs. This will not take place this year so the revised budget has been reduced to £50,000.

- 4.8 Replacement of Expansion Joints: The original 2021/2022 budget of £25,000 is projected to be spent.
- 4.9 New Vehicles: The original 2021/2022 budget was £30,000. This is not anticipated to be spent so the revised budget has been reduced to £nil.
- 4.10 New Gantries: The original 2021/2022 budget of £100,000 is projected to be spent. This is for the start of the main works to replace the gantries. The tender report for the appointment of a consulting engineer informs the outturn position (see Engineering Works report TRB 16-2019 and Tender Report TRB 32-2019 at December 2019 Board).
- 4.11 Fife Landfall Improvements: The original 2021/2022 budget was £50,000. Due to the rescheduling of capital works as a result of Covid 19 these works have been rescheduled to future years and the revised 2021/2022 budget has been reduced to £nil.
- 4.12 Paintwork to Box Girders: The original 2021/2022 budget was £25,000. This is not anticipated to be spent so the revised budget has been reduced to £nil.
- 4.13 Gantry Miscellaneous: The original 2021/2022 budget of £25,000 is projected to be spent.
- 4.14 Miscellaneous Projects: The original 2021/2022 budget was £100,000. The revised budget for 2021/2022 is anticipated to be £132,000. This consists of projected expenditure on the new artwork project at the Dundee landfall area of £25,000 which was recommended by the Well-Being working group, up to £20,000 for works required on the Telford Beacon, £7,000 on a new CCTV workstation equipment, £60,000 on the replacement of the Fife Boundary Wall, and £74,000 on new fire alarms in all buildings.
- 4.15 Dundee Compound Resurfacing: The original 2021/2022 budget of £75,000 is projected to be spent. The tender report to the June 2021 Board (TRB 12-2021) reported that the project will cost £63,000. Additional works for the completion of the fencing at the Dundee landfall area from the lift foyer to the existing car park fence is projected to require an additional £12,000.

## **5.0 RISK ASSESSMENT**

- 5.1 There are a number of risks which may have an impact on the Capital expenditure programme. 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. The lockdown of the Construction industry in mid-March 2020, as a result of COVID 19, and subsequent restarting in July, has resulted in projects requiring to be re-phased.
- 5.4 Capital projects can be subject to unforeseen events, such as delays in progressing the project. This could lead to inflation impacting on the total cost of the project. In addition, currency fluctuations can also impact on costs. Contingencies are built into the budget for each capital project and these will be closely monitored throughout the project. The potential additional costs arising from implementing measures to create a compliant site and a safe working environment for workers, are being monitored. Project inflation, as a result of COVID

19 is also being reviewed. Officers will continually monitor and review the capital programme for the on-going effects of COVID19, in terms of projected cost and timescales.

- 5.5 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.
- 5.6 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.
- 5.7 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.
- 5.8 The level of Capital Grant received from the Scottish Government may be impacted by budgetary constraints in future financial statements.

## **6.0 CONCLUSION**

- 6.1 The Board's 2021/2022 capital programme is showing a projected capital spend of £805,000 which will be funded from the current year's Scottish Government grant.
- 6.2 The 2021/2022 capital expenditure programme will continue to be monitored on a regular basis throughout the remainder of the current financial year.

## **7.0 POLICY IMPLICATIONS**

- 7.1 This report has been subject to an assessment of any impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. There are no major issues.

## **8.0 CONSULTATIONS**

- 8.1 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.

## **9.0 BACKGROUND PAPERS**

- 9.1 None.

**ROBERT EMMOTT**  
**TREASURER**

**31 AUGUST 2021**



## TAY ROAD BRIDGE JOINT BOARD

## APPENDIX A

TABLE 1: CAPITAL EXPENDITURE MONITORING - 4 MONTHS TO 31 JULY 2021

<u>Expenditure</u>	<u>Strategic Objective</u>	<u>Capital Budget 2021/22 £000</u>	<u>Slippage from 2020/21 £000</u>	<u>Budget Adjust £000</u>	<u>Slippage into 2022/23 £000</u>	<u>Revised Capital Budget 2021/22 £000</u>	<u>Actual to 31 July 2021 £000</u>	<u>Projected Outturn 2021/22 £000</u>	<u>Variance from Budget £000</u>
									-
Carriageway Resurfacing	1	100	-	155	-	255	25	255	-
CP Hardware	5	25	25	-	-	50	-	50	-
Inspection of Columns and Piers	5	-	39	-	-	39	17	39	-
Advanced Warning Signs	1	250	-	(200)	-	50	-	50	-
Replacement of Expansion Joints	1	25	-	-	-	25	-	25	-
New Vehicles	5	30	-	(30)	-	-	-	-	-
New Gantries	5	100	-	-	-	100	26	100	-
Fife Landfall Improvements	5	50	-	(50)	-	-	-	-	-
Paintwork to Box Girders	5	25	-	(25)	-	-	-	-	-
Gantry – Miscellaneous	5	25	-	-	-	25	-	25	-
Miscellaneous Projects	5	100	-	86	-	186	8	186	-
Dundee Compound Resurfacing	5	<u>75</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>75</u>	<u>-</u>	<u>75</u>	<u>-</u>
<b>Total Gross Expenditure</b>		<b><u>805</u></b>	<b><u>64</u></b>	<b><u>(64)</u></b>	<b><u>=</u></b>	<b><u>805</u></b>	<b><u>76</u></b>	<b><u>805</u></b>	<b><u>=</u></b>
<b>Funded by:</b>		<b><u>£000</u></b>	<b><u>£000</u></b>	<b><u>£000</u></b>	<b><u>£000</u></b>	<b><u>£000</u></b>	<b><u>£000</u></b>	<b><u>£000</u></b>	<b><u>£000</u></b>
Capital Grant 2021/2022		<u>805</u>	<u>64</u>	<u>(64)</u>	<u>-</u>	<u>805</u>	<u>-</u>	<u>805</u>	<u>-</u>
<b>Total Funding</b>		<b><u>805</u></b>	<b><u>64</u></b>	<b><u>(64)</u></b>	<b><u>=</u></b>	<b><u>805</u></b>	<b><u>=</u></b>	<b><u>805</u></b>	<b><u>=</u></b>

TABLE 2: Unapplied Capital Grant Projected Carry Forward:

	<b><u>£000</u></b>
Add: Projected Capital Grant Received 2021/2022	805
Less: Projected Capital Grant Utilised 2021/2022	(805)
	<u>-</u>
<b>Unapplied Capital Grant Carried Forward to 2022/2023</b>	<b><u>=</u></b>



LINKING THE 2021/2022 CAPITAL BUDGET MONITORING TO THE BOARD'S STRATEGIC OBJECTIVES

Strategic Objective		<u>Capital Budget 2021/2022 £000</u>	<u>Revised Capital Budget 2021/2022 £000</u>	<u>Actual Expenditure to 31 July 2021 £000</u>	<u>2021/2022 Projected £000</u>
1	Meeting User Expectations	375	330	25	330
2	Fiscally Sustainable	-	-	-	-
3	Transparent Governance and Clear Decision-Making Processes	-	-	-	-
4	A Modern, Diverse and Well-Trained Workforce	-	-	-	-
5	Quality and Standards	<u>430</u>	<u>475</u>	<u>51</u>	<u>475</u>
<b>TOTAL GROSS EXPENDITURE</b>		<u><b>805</b></u>	<u><b>805</b></u>	<u><b>76</b></u>	<u><b>805</b></u>



## Tay Road Bridge Joint Board meeting – Audit of 2020/21 annual accounts

13 September 2021

### Independent auditor's report

1. Our audit work on the 2020/21 annual accounts is now substantially complete. Subject to receipt of a revised set of accounts for final review, we anticipate being able to issue our audit opinions in the independent auditor's report on 14 September 2021 (the proposed report is attached at [Appendix A](#)).

2. The proposed report includes our opinion that:

- the financial statements give a true and fair view of its financial position for the year ended 31 March 2021, and
- the audited part of the remuneration report, management commentary and annual governance statement are consistent with the financial statements and prepared in accordance with relevant regulations and guidance.

3. We also have nothing to report in respect of misstatements in the information accompanying the financial statements, the adequacy of accounting records, or the information and explanations we received during the audit.

### Annual audit report

4. Under International Standards on Auditing in the UK, we report specific matters arising from the audit of the financial statements to those charged with governance of a body in sufficient time to enable appropriate action. We present for the Joint Board's consideration our draft annual report on the 2020/21 audit. The section headed "Significant findings from the audit in accordance with ISA 260" on page 9 sets out the issues identified in respect of the annual accounts.

5. The report also sets out conclusions from our consideration of the financial management and financial sustainability, and governance arrangements of the organisation.

6. This report will be issued in final form after the annual accounts have been certified.

### Unadjusted misstatements

7. We also report to those charged with governance all unadjusted misstatements which we have identified during our audit, other than those of a trivial nature, and request that these misstatements be corrected.

8. We have no unadjusted misstatements to be corrected.

### Fraud, subsequent events and compliance with laws and regulations

9. In presenting this report to the Joint Board we seek confirmation from those charged with governance of any instances of any actual, suspected or alleged fraud; any subsequent events that have occurred since the date of the financial statements; or material non-compliance with laws and regulations affecting the entity that should be brought to our attention.

## Representations from Section 95 Officer

**10.** As part of the completion of our audit, we are seeking written representations from the Section 95 Officer (i.e. the Treasurer) on aspects of the annual accounts, including the judgements and estimates made.

**11.** A template letter of representation is attached at [Appendix B](#). This should be signed and returned to us by the Section 95 Officer with the signed annual accounts prior to the independent auditor's report being certified.

## Appendix A: Proposed Independent Auditor's Report

### Independent auditor's report to the members of Tay Road Bridge Joint Board and the Accounts Commission

#### Report on the audit of the financial statements

##### Opinion on financial statements

I certify that I have audited the financial statements in the annual accounts of Tay Road Bridge Joint Board for the year ended 31 March 2021 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Expenditure and Funding Analysis, Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the 2020/21 Code).

In my opinion the accompanying financial statements:

- give a true and fair view in accordance with applicable law and the 2020/21 Code of the state of affairs of Tay Road Bridge Joint Board as at 31 March 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2020/21 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

##### Basis for opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the [Code of Audit Practice](#) approved by the Accounts Commission for Scotland. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I was appointed under arrangements approved by the Accounts Commission on 10 June 2021. This is the first year of my appointment. I am independent of Tay Road Bridge Joint Board in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to Tay Road Bridge Joint Board. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

##### Conclusions relating to going concern basis of accounting

I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on Tay Road Bridge Joint Board's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

##### Risks of material misstatement

I report in a separate Annual Audit Report, available from the [Audit Scotland website](#), the most significant assessed risks of material misstatement that I identified and my judgements thereon.

### **Responsibilities of the Treasurer and Tay Road Bridge Joint Board for the financial statements**

As explained more fully in the Statement of Responsibilities, the Treasurer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Treasurer is responsible for assessing Tay Road Bridge Joint Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Tay Road Bridge Joint Board is responsible for overseeing the financial reporting process.

### **Auditor's responsibilities for the audit of the financial statements**

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- obtaining an understanding of the applicable legal and regulatory framework and how Tay Road Bridge Joint Board is complying with that framework;
- identifying which laws and regulations are significant in the context of Tay Road Bridge Joint Board;
- assessing the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of Tay Road Bridge Joint Board's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of my auditor's report.

### **Reporting on other requirements**

#### **Opinion prescribed by the Accounts Commission on the audited part of the Remuneration Report**

I have audited the part of the Remuneration Report described as audited. In my opinion, the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.



### **Statutory other information**

The Treasurer is responsible for the statutory other information in the annual accounts. The statutory other information comprises the Management Commentary, Annual Governance Statement, Statements of Responsibilities and the unaudited part of the Remuneration Report.

My responsibility is to read all the statutory other information and, in doing so, consider whether the statutory other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this statutory other information, I am required to report that fact. I have nothing to report in this regard.

My opinion on the financial statements does not cover the statutory other information and I do not express any form of assurance conclusion thereon except on the Management Commentary and Annual Governance Statement to the extent explicitly stated in the following opinions prescribed by the Accounts Commission.

### **Opinions prescribed by the Accounts Commission on Management Commentary and Annual Governance Statement**

In my opinion, based on the work undertaken in the course of the audit:

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and
- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

### **Matters on which I am required to report by exception**

I am required by the Accounts Commission to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited part of the Remuneration Report are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

### **Conclusions on wider scope responsibilities**

In addition to my responsibilities for the annual accounts, my conclusions on the wider scope responsibilities specified in the Code of Audit Practice are set out in my Annual Audit Report.

### **Use of my report**

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Richard Smith CPFA  
Senior Audit Manager  
4th Floor, 8 Nelson Mandela Place  
Glasgow  
G2 1BT

## Appendix B: Letter of Representation (ISA 580)

<Signed copy of ISA 580 letter to be provided on headed paper with signed 2020/21 Annual Accounts>

13 September 2021

Richard Smith  
Senior Audit Manager  
Audit Scotland  
8 Nelson Mandela Place  
Glasgow  
G2 1BT

Dear Richard

### Tay Road Bridge Joint Board Annual Accounts 2020/21

1. This representation letter is provided about your audit of the annual accounts of Tay Road Bridge Joint Board for the year ended 31 March 2021 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view in accordance with the financial reporting framework, and for expressing other opinions on the remuneration report, management commentary and annual governance statement.
2. I confirm to the best of my knowledge and belief and having made appropriate enquiries of the Joint Board, the following representations given to you in connection with your audit of Tay Road Bridge Joint Board's annual accounts for the year ended 31 March 2021.

#### General

3. Tay Road Bridge Joint Board and I have fulfilled our statutory responsibilities for the preparation of the 2020/21 annual accounts. All the accounting records, documentation and other matters which I am aware are relevant to the preparation of the annual accounts have been made available to you for the purposes of your audit. All transactions undertaken by Tay Road Bridge Joint Board have been recorded in the accounting records and are properly reflected in the financial statements.
4. I confirm that the effects of uncorrected misstatements are immaterial, individually and in aggregate, to the financial statements as a whole. I am not aware of any uncorrected misstatements other than those reported by you.

#### Financial Reporting Framework

5. The annual accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (2020/21 accounting code), and in accordance with the requirements of the Local Government (Scotland) Act 1973, the Local Government in Scotland Act 2003 and The Local Authority Accounts (Scotland) Regulations 2014.
6. In accordance with the 2014 regulations, I have ensured that the financial statements give a true and fair view of the financial position of Tay Road Bridge Joint Board at 31 March 2021 and the transactions for 2020/21.

## Accounting Policies & Estimates

**7.** All significant accounting policies applied are as shown in the notes to the financial statements. The accounting policies are determined by the 2020/21 accounting code where applicable. Where the code does not specifically apply I have used judgement in developing and applying an accounting policy that results in information that is relevant and reliable. All accounting policies applied are appropriate to Tay Road Bridge Joint Board's circumstances and have been consistently applied.

**8.** The significant assumptions used in making accounting estimates are reasonable and properly reflected in the financial statements. Judgements used in making estimates have been based on the latest available, reliable information. Estimates have been revised where there are changes in the circumstances on which the original estimate was based or as a result of new information or experience.

## Going Concern Basis of Accounting

**9.** I have assessed Tay Road Bridge Joint Board's ability to continue to use the going concern basis of accounting and have concluded that it is appropriate. I am not aware of any material uncertainties that may cast significant doubt on Tay Road Bridge Joint Board's ability to continue as a going concern.

## Assets

**10.** Where a rolling programme of asset valuations has been used, I have satisfied myself that the carrying amount of assets at 31 March 2021 does not differ materially from that which would be determined if a revaluation had been carried out at that date.

**11.** I carried out an assessment at 31 March 2021 as to whether there is any indication that an asset may be impaired and have recognised any impairment losses identified.

**12.** I have provided you with all information of which I am aware regarding any valuation exercises carried out after 31 March 2021.

**13.** There are no plans or intentions that are likely to affect the carrying value or classification of the assets recognised within the financial statements.

**14.** Owned assets are free from any lien, encumbrance or charge except as disclosed in the financial statements.

## Liabilities

**15.** All liabilities at 31 March 2021 of which I am aware have been recognised in the annual accounts.

**16.** Provisions have been recognised in the financial statements for all liabilities of uncertain timing or amount at 31 March 2021 of which I am aware where the conditions specified in the 2020/21 accounting code have been met. The amount recognised as a provision is the best estimate of the expenditure likely to be required to settle the obligation at 31 March 2021. Where the effect of the time value of money is material, the amount of the provision has been discounted to the present value of the expected payments.

**17.** Provisions recognised in previous years have been reviewed and adjusted, where appropriate, to reflect the best estimate at 31 March 2021 or to reflect material changes in the assumptions underlying the calculations of the cash flows.

**18.** The accrual recognised in the financial statements for holiday untaken by 31 March 2021 has been estimated on a reasonable basis.

**19.** The pension assumptions made by the actuary in the IAS 19 report for Tay Road Bridge Joint Board have been considered and I confirm that they are consistent with management's own view.

**20.** There are no plans or intentions that are likely to affect the carrying value or classification of the liabilities recognised in the financial statements.

### **Contingent liabilities**

**21.** There are no significant contingent liabilities, other than those disclosed in Note 26 to the financial statements, arising either under formal agreement or through formal undertakings requiring disclosure in the accounts. All known contingent liabilities have been fully and properly disclosed, including any outstanding legal claims which have not been provided under the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 and IAS 37.

### **Fraud**

**22.** I have provided you with all information in relation to:

- my assessment of the risk that the financial statements may be materially misstated because of fraud
- any allegations of fraud or suspected fraud affecting the financial statements
- fraud or suspected fraud that I am aware of involving management, employees who have a significant role in internal control, or others that could have a material effect on the financial statements.

### **Laws and Regulations**

**23.** I have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

### **Related Party Transactions**

**24.** All material transactions with related parties have been appropriately accounted for and disclosed in the financial statements in accordance with the 2020/21 accounting code. I have made available to you the identity of all of Tay Road Bridge Joint Board's related parties and all the related party relationships and transactions of which I am aware.

### **Remuneration Report**

**25.** The Remuneration Report has been prepared in accordance with the Local Authority Accounts (Scotland) Amendment Regulations 2014, and all required information of which I am aware has been provided to you.

### **Management commentary**

**26.** I confirm that the Management Commentary has been prepared in accordance with the statutory guidance and the information is consistent with the financial statements.

### **Corporate Governance**

**27.** I confirm that Tay Road Bridge Joint Board has undertaken a review of the system of internal control during 2020/21 to establish the extent to which it complies with proper practices set out in the Delivering Good Governance in Local Government: Framework 2016. I have disclosed to you all deficiencies in internal control identified from this review or of which I am otherwise aware.

**28.** I confirm that the Annual Governance Statement has been prepared in accordance with the Delivering Good Governance in Local Government: Framework 2016 and the information is consistent with the financial statements. There have been no changes in the corporate governance arrangements or issues identified, since 31 March 2021, which require to be reflected.

### **Events Subsequent to the Date of the Balance Sheet**

**29.** All events subsequent to 31 March 2021 for which the 2020/21 accounting code requires adjustment or disclosure have been adjusted or disclosed.

Yours sincerely

Robert Emmott  
Treasurer

13 September 2021

# Tay Road Bridge Joint Board

## Proposed 2020/21 Annual Audit Report



 **AUDIT SCOTLAND**

Prepared for members of Tay Road Bridge Joint Board and the Controller of Audit  
13 September 2021





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# Key messages

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## 2020/21 annual report and accounts

- 1 The Joint Board's financial statements give a true and fair view of its financial position for the year ended 31 March 2021.
- 2 The audited part of the remuneration report, management commentary and annual governance statement are consistent with the financial statements and prepared in accordance with relevant regulations and guidance.

## Financial management and sustainability

- 3 Appropriate budget monitoring and reporting arrangements are in place. The reduced activity due to the Covid-19 pandemic resulted in lower than budgeted expenditure and Scottish Government grant income during the year with an underspend of £0.014 million reported for the year ended 31 March 2021.
- 4 The Covid-19 pandemic also impacted upon the delivery of the 2020/21 Capital Plan with only 55 per cent of the plan being delivered and a number of projects having to be deferred or delayed.
- 5 The longer-term financial impact of the Covid-19 pandemic could place additional pressure on the budget of the Joint Board in future years. Effective longer-term financial planning will be essential to ensure the Joint Board is prepared for these budget pressures and can make appropriate long-term spending decisions.

## Governance

- 6 The Joint Board has appropriate and effective governance arrangements in place to support scrutiny of decision-making and conducts its business in an open and transparent manner. The Covid-19 pandemic has impacted on these arrangements since March 2020 but we have concluded that the revised arrangements put in place are appropriate and continue to support good governance and transparency.



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# Introduction

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1. This report summarises the findings from our 2020/21 audit of Tay Road Bridge Joint Board (the Joint Board).
2. We aim to add value to the Joint Board through the audit by:
  - identifying and providing insight on significant risks, and making clear and relevant recommendations for improvements
  - reporting our findings and conclusions in public
  - sharing intelligence and good practice through our national reports ([Appendix 3](#)) and good practice guides
  - providing clear and focused conclusions on the appropriateness, effectiveness and impact of corporate governance, performance management arrangements and financial sustainability.

## Scope of our audit

3. The scope of our audit was set out in our Annual Audit Plan presented to the March meeting of the Joint Board. This report comprises the findings from:
  - the audit of the Tay Road Bridge Joint Board's 2020/21 annual accounts, and
  - our consideration of the financial management and financial sustainability, and governance arrangements, of the Joint Board.

## Impact of Covid-19

4. The global coronavirus pandemic has impacted all public sector organisations since March 2020. Known risks related to the pandemic were included in our plan, and we have adapted our audit work during the year to address any new risks that have emerged.

## Auditor independence

5. Auditors appointed by the Accounts Commission must comply with the Code of Audit Practice and relevant supporting guidance. When auditing the financial statements auditors must comply with professional standards issued by the Financial Reporting Council and those of the professional accountancy bodies.
6. We can confirm that we comply with the Financial Reporting Council's Ethical Standard. We can also confirm that we have not undertaken any non-audit related services and therefore the 2020/21 audit fee of £12,930, as set out in our Annual Audit Plan, remains unchanged. We are not aware of any relationships that could compromise our objectivity and independence.

## Responsibilities and reporting

7. Tay Road Bridge Joint Board has responsibility for ensuring the proper financial stewardship of public funds. This includes preparing annual accounts that are in accordance with proper accounting practices.
8. The Joint Board is also responsible for compliance with legislation, and putting arrangements in place for governance, propriety and regularity that enable it to successfully deliver its objectives.
9. Our responsibilities as independent auditor appointed by the Accounts Commission are established by the Local Government in Scotland Act 1973, the [Code of Audit Practice \(2016\)](#), International Standards on Auditing in the UK, and supplementary guidance.
10. As public sector auditors we give independent opinions on the annual accounts. The [Code of Audit Practice 2016](#) includes provisions relating to the audit of small bodies. Where the application of the full wider audit scope is judged by auditors not to be appropriate to an audited body then the annual audit work can focus on the appropriateness of the disclosures in the governance statement and the financial management and financial sustainability of the body. As highlighted in our 2020/21 Annual Audit Plan, due to the volume and lack of complexity of the financial transactions, we applied the small body provisions of the Code to the 2020/21 audit of the Joint Board.
11. Further details of the respective responsibilities of management and the auditor can be found in the [Code of Audit Practice 2016](#).

## Audit reporting

12. The weaknesses or risks identified in this report are only those which have come to our attention during our normal audit work and may not be all that exist. Communicating these does not absolve management from its responsibility to address the issues we raise and to maintain adequate systems of control.
13. An agreed action plan setting out specific recommendations, responsible officers and dates for implementation is included at [Appendix 1](#).
14. This report is addressed to both Tay Road Bridge Joint Board and the Controller of Audit and will be published on Audit Scotland's website: [www.audit-scotland.gov.uk](http://www.audit-scotland.gov.uk)

## Acknowledgement

15. We would like to thank the management and staff of Tay Road Bridge Joint Board for their cooperation and assistance during the audit.

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# Part 1. Audit of 2020/21 annual accounts

The annual accounts are the principal means of an organisation accounting for the stewardship of resources and performance in using those resources

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## Main judgements

The Joint Board's financial statements give a true and fair view of its financial position for the year ended 31 March 2021.

The audited part of the remuneration report, management commentary and annual governance statement are consistent with the financial statements and prepared in accordance with relevant regulations and guidance.

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## Our audit opinions on the annual accounts are unmodified

**16.** The annual accounts for the year ended 31 March 2021 were approved by the Joint Board on 13 September 2021. We reported within our independent auditor's report our opinion that:

- the financial statements give a true and fair view and were properly prepared in accordance with the financial reporting framework
- the audited part of the remuneration report, management commentary and the annual governance statement were all consistent with the financial statements and properly prepared in accordance with the relevant regulations and guidance.

## The audit of the 2020/21 annual accounts was completed in line with the original timetable

**17.** We received the unaudited annual accounts on 22 June 2021 in line with the agreed timetable. The accounts and working papers presented for audit were complete and finance staff provided good support to the audit team which helped ensure the final accounts audit was completed in line with the original timetable.

## The inspection notice was placed in accordance with the required regulations and no objections were raised to the 2020/21 annual accounts

**18.** Regulation 9 of the [Local Authority Accounts \(Scotland\) Regulations 2014](#) requires a local authority to give public notice on its website by 17 June (at the latest) of the right to inspect its annual accounts. The specified date should be at least 14 days after the notice is published, but cannot be later than 1 July, and the inspection period should last for 15 working days from the date specified in the notice. As part of the audit we confirmed that the 2020/21

annual accounts inspection notice was placed in accordance with the regulations.

**19.** The regulations also require a local authority to give the right of interested persons to inspect and object to its accounts, as provided for by section 101 (rights of interested persons to inspect and copy documents and to object to accounts) (11) of the 1974 Act. No objections were raised to the 2020/21 annual accounts.

## **Our audit approach and testing reflected the calculated materiality levels**

**20.** Materiality can be defined as the maximum amount by which auditors believe the financial statements could be misstated and still not be expected to affect the perceptions and decisions of users of the annual accounts. The assessment of what is material is a matter of professional judgement. A misstatement or omission, which would not normally be regarded as material by value, may be important for other reasons (for example, an item contrary to law). In forming our opinion on the financial statements, we assess the materiality of uncorrected misstatements, both individually and collectively.

**21.** Our initial assessment of materiality was undertaken during the planning phase of the audit and was based on the gross expenditure reported in the 2019/20 audited annual accounts. These materiality levels were reported in our Annual Audit Plan presented to the Joint Board in March 2021.

**22.** On receipt of the unaudited 2020/21 annual accounts we recalculated our materiality levels based on the actual gross expenditure for the year ended 31 March 2021. We concluded that there was no significant impact on the audit approach of the recalculated materiality levels. Our final materiality levels are summarised in [Exhibit 1](#) on page [8](#).

## **Our audit identified and addressed the risks of material misstatement**

**23.** [Appendix 2](#) provides our assessment of the risks of material misstatement in the annual accounts and any wider audit dimension risks. These risks influenced our overall audit strategy and the allocation of staff resources to the audit, and indicate where the efforts of the team were directed. The appendix identifies the work we undertook to address these risks and our conclusions from this work.



## Exhibit 1

### Materiality values

Materiality level	Amount
<b>Overall materiality:</b> This is the calculated figure we use in assessing the overall impact of audit adjustments on the financial statements. It has been set at 1% of net assets at 31 March 2021.	£654,000
<b>Performance materiality:</b> This acts as a trigger point. If the aggregate of errors identified during the financial statements audit exceeds performance materiality this would indicate that further audit procedures should be considered. Using our professional judgement, we have set performance materiality at 75% of overall materiality.	£490,000
<b>Lower level of performance materiality:</b> A lower performance materiality has been set for classes of transactions where lesser amounts could influence the decisions of the users of the accounts (i.e. comprehensive income and expenditure statement transactions). This has been set at 2% of gross expenditure for the year ended 31 March 2021.	£126,000
<b>Reporting threshold:</b> We are required to report to those charged with governance on all unadjusted misstatements in excess of the 'reporting threshold' amount. This has been set at 5% of overall materiality.	£33,000

Source: Audit Scotland

## We reported the significant findings from the audit to those charged with governance prior to the annual accounts being approved and certified

**24.** International Standard on Auditing (UK) 260 requires us to communicate significant findings from the audit to those charged with governance, including our view about the qualitative aspects of the body's accounting practices.

**25.** Our audit only identified one finding that required to be reported under ISA 260 and this is detailed in [Exhibit 2](#) on page 9. Our audit also identified some minor presentational and disclosure issues which were discussed with management. These were all adjusted in the audited accounts.

## We have no unadjusted errors to report

**26.** It is our responsibility to request that all misstatements above the reporting threshold are corrected. We have no unadjusted errors to report.

## Exhibit 2

### Significant findings from the audit of the financial statements

Issue	Resolution
<p><b>1. Remuneration report</b></p> <p>During our testing of the Remuneration Report disclosures we identified an error in the salary details of the Vice-Chair which incorrectly included national insurance and pension contributions in the current year and prior year figures.</p>	<p>Management has corrected this error in the audited accounts.</p> <p>This amendment did not impact on the figures reported in the financial statements but has been reported as it is covered by our opinion on the audited part of the remuneration report.</p>

Source: Audit Scotland

## Part 2. Financial management and sustainability, and governance

Financial management is about financial capacity, sound budgetary processes, and whether the control environment and internal controls are operating effectively. Financial sustainability looks forward to the medium and longer term to consider whether the body is planning effectively to continue to deliver its services.

Governance relates to the effectiveness of scrutiny and oversight, and transparent reporting of information.

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### Main judgements

Appropriate budget monitoring and reporting arrangements are in place. The reduced activity due to the Covid-19 pandemic resulted in lower than budgeted expenditure and Scottish Government grant income during the year with an underspend of £0.014 million reported for the year ended 31 March 2021.

The Covid-19 pandemic also impacted upon the delivery of the 2020/21 Capital Plan with only 55 per cent of the plan being delivered and a number of projects having to be deferred or delayed.

The longer-term financial impact of the Covid-19 pandemic could place additional pressure on the budget of the Joint Board in future years. Effective longer-term financial planning will be essential to ensure the Joint Board is prepared for these budget pressures and can make appropriate long-term spending decisions.

The Joint Board has appropriate and effective governance arrangements in place to support scrutiny of decision-making and conducts its business in an open and transparent manner. The Covid-19 pandemic has impacted on these arrangements since March 2020 but we have concluded that the revised arrangements put in place are appropriate and continue to support good governance and transparency.

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### Appropriate budget monitoring and reporting arrangements are in place

**27.** The Joint Board approve the annual budget prior to start of the financial year and quarterly budget monitoring reports are provided to the board during the year. The budget monitoring reports provide detail on variances against budget and forecast year-end positions. This allows members to scrutinise the financial performance of the Joint Board and to

consider actions to mitigate projected over-spends or other developments during the year.

### **The reduced activity due to the Covid-19 pandemic resulted in lower than budgeted expenditure and Scottish Government grant income during the year**

**28.** In December 2019 the Joint Board approved a revenue budget of £1.605 million for 2020/21. This was based on receipt of a Resource Grant from the Scottish Government of £1.589 million and other income of £0.016 million. The budget projected a break-even position based on administration expenditure of £0.461 million, operations costs of £0.521 million, plant and equipment spend of £0.224 million, and bridge maintenance expenditure of £0.399 million.

**29.** The actual outturn for the year resulted in the Joint Board reporting an overspend of £0.014 million. This overspend for the year ended 31 March 2021 reflected the underlying budget variances during the year. The most significant variances against budget (i.e. greater than £0.025 million) are summarised in [Exhibit 3](#).

**30.** It should be noted that the operational outturn reported for the year differs from the deficit on provision of services figure of £1.351 million reported in the Comprehensive Income and Expenditure Statement (CIES) due to the statutory accounting adjustments required for items such as pension benefits and depreciation. A reconciliation has been included in the 'Financial Performance Review' section of the management commentary in the annual accounts showing the impact of these adjustments.

### **Exhibit 3**

#### **Summary of significant variances against budget for 2020/21**

Area	£m	Main reasons for variance
Bridge Maintenance	0.052	Underspend mainly attributable to reduced bridge maintenance activity during the year due to impact of Covid-19.
Non-Specific Grant Income	0.119	Grant income provided by Scottish Government during the year reduced to reflect lower than anticipated activity and expenditure.

Source: Tay Road Bridge Joint Board Annual Accounts 2020/21

### **The general fund reserve balance of £1.161 million at 31 March 2021 was above the minimum level approved in the Joint Board's reserves strategy**

**31.** The Joint Board holds a general fund reserve, the main purpose of which is to provide a contingency fund to meet unexpected expenditure and as a working balance to help cushion the impact of uneven cash flows. The usable general reserve held by the joint board at 31 March 2021 remained at the same level as 31 March 2019, at £1.161 million.

**32.** The Board reviews the level of its reserves when setting the budget each year. The joint board's approved reserves strategy specifies that uncommitted reserves should be £0.800 million and therefore the level of uncommitted general reserve exceeds the minimum level in the approved reserve strategy.

### **The Covid-19 pandemic impacted upon the delivery of the 2020/21 Capital Plan with only 55 per cent of the plan being delivered and a number of projects having to be deferred or delayed**

**33.** The Joint Board approved a 2020/21 Capital Plan of £1.475 million, to be funded through capital grants. As this budget was approved in December 2019, prior to the Covid-19 outbreak and the introduction of lockdown arrangements in March 2020, it did not factor in the impact that the restrictions on operations would have on capital works during the year.

**34.** The final outturn reported for the year showed that capital works costing £0.815 million were completed during 2020/21. This represents slippage against the original plan of 45 per cent but clearly this in a large part attributable to the impact of Covid-19 in the early part of the year.

**35.** Despite the impact of Covid-19, the Joint Board still made good progress on a number of capital projects during the year, including the Bridge Office Refurbishment project and the Inspection of Columns and Piers. However, planned spend on Cathodic Protection Hardware and the Fife Landfall Improvements works has been deferred.

**36.** In our 2019/20 Annual Audit Report we commented on the high level of capital slippage during the year and recommended that action be taken to address this to minimise the risk that it impacts on service delivery. During 2020/21 management actioned this recommendation and introduced an annual Review of Capital Slippage.

**37.** Clearly the impact of Covid-19 on capital works during the current year makes it hard to assess the delivery of the approved 2020/21 Capital Plan and whether the action taken by management will be effective in reducing the levels of slippage going forward. We will continue to monitor the delivery of the capital programme as part of our 2021/22 audit.

### **The Joint Board approved a provisional 2021/22 revenue budget of £1.629 million in December 2020**

**38.** In December 2020, the Joint Board received a report titled 'Revenue Budget 2021/22 to 2023/24'. This included the provisional revenue budget of £1.629 million based on receipt of a Resource Grant from the Scottish Government of £1.606 million and other income of £0.023 million. The budget projected a break-even position based on administration expenditure of £0.473 million, operations costs of £0.530 million, plant and equipment spend of £0.222 million, and bridge maintenance expenditure of £0.405 million.

## **The Joint Board approved a capital programme of £10.135 million over the next 3 years, including projects totalling £8.505 million for 2023/24**

**39.** The 2021/22 to 2023/24 capital programme, approved in December 2020, anticipates capital expenditure of £10.135 million. The joint board has agreed a capital grant of £0.805 million for 2021/22, leaving an additional funding requirement of £9.330 million for the period 2022-24 yet to be identified under the approved capital programme.

**40.** The majority of the capital works for the next 3-year period are scheduled to be completed in 2023/24 when projects totalling £8.505 million are planned. These include significant spending on Carriageway Resurfacing (£3.600 million), Cathodic Protection Replacement (£2.000 million) and New Gantries (£2.000 million). There is clearly a risk to all these projects being completed if the required capital grant funding is not available.

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### **Recommendation 1**

Management should ensure that contingency plans are in place to prioritise the completion of essential capital projects should the required capital grant funding to deliver the 2021/22 to 2023/24 capital programme not be available.

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## **The longer-term financial impact of the Covid-19 pandemic could place additional pressure on the budget of the Joint Board in future years**

**41.** The financial impact of the Covid-19 pandemic is likely to extend across several years. The Scottish Government budget will be under increased pressure due to the ongoing costs associated with Covid-19 and the related recovery activity. This may in turn place additional pressure on the budget of Tay Road Bridge Joint Board in future years as the Scottish Government looks to make savings, which could include grant funding to the Joint Board.

**42.** The 'Revenue Budget 2021/22 to 2023/24' report also sets out indicative annual revenue budgets for the period from 2022/23 to 2023/24 report to the December 2020 Joint Board and demonstrated a clear link to the objectives in the 2019-2024 Strategic Plan, approved in December 2018. This provided members with an estimate of future budget requirements based on known increases and assumptions around other costs.

**43.** This type of longer-term strategic and financial planning is essential to ensure the Joint Board is prepared for future budget pressures and can make appropriate long-term spending decisions. However, we accept that the extent to which longer-term income and costs can be accurately predicted at present is limited by the degree of uncertainty around future grant income, and the ongoing cost pressures created by the Covid-19 pandemic.

## The Annual Governance Statement is consistent with the financial statements and has been prepared in accordance with relevant regulations and guidance

**44.** As part of our annual audit we are required to provide an opinion as to whether the Annual Governance Statement is consistent with the financial statements and has been prepared in accordance with relevant regulations and guidance.

**45.** Our review of the Annual Governance Statement in the Joint Board's 2020/21 Annual Accounts assessed the assurances which are provided to the Bridge Manager regarding the adequacy and effectiveness of the joint board's system of internal control which operated in the financial year, and the accuracy and completeness of the other information included in the statement.

**46.** The statement highlights areas for improvement in 2021/22 including Training for Bridge Management to avoid unconscious bias in recruitment, improvements to the Joint Board's website, and a review of the structure and shift patterns of the Operations team to improve staff welfare and service to users.

**47.** We noted that a number of the planned improvement actions for the coming year were originally scheduled to be completed in 2020/21 but were delayed so that staff could focus on the operational priorities following the Covid-19 outbreak in March 2020.

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## Recommendation 2

Management should prioritise the planned improvement actions identified for 2021/22 in the Annual Governance Statement to ensure that the most time critical activities are completed first.

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**48.** The Annual Governance Statement also includes the conclusion of internal audit (MHA Henderson Loggie) from their work on the system of internal controls, which states that "...overall, the Board operates adequate internal control systems as defined in the Audit Needs Assessment. The audit and assurance work has not identified any significant gaps in the Board's control environment that would increase the risk of financial loss."

**49.** We concluded that the information in the Annual Governance Statement is consistent with the financial statements and has been prepared in accordance with relevant regulations and guidance.

## Tay Road Bridge Joint Board has appropriate and effective governance arrangements in place to support scrutiny of decision-making and conducts its business in an open and transparent manner

**50.** In reviewing the adequacy of the governance and transparency arrangements of an organisation we consider a number of areas, including:



- the structure and conduct of the Joint Board
- the level of openness and transparency, and
- the overall arrangements and standards of conduct, including those for the prevention and detection of fraud, error, bribery and corruption.

**51.** The Joint Board is comprised of twelve members taken from Dundee City Council (six), Fife Council (five) and Angus Council (one), and meets quarterly. From our attendance at Joint Board meetings during the course of the audit appointment we have observed that sufficient time is allowed to discuss the issues on the agendas and members are well prepared and ask appropriate questions.

**52.** Openness and transparency means that the public have access to understandable, relevant and timely information about how the Joint Board is taking decisions and how it is using resources such as money, people and assets. The Joint Board demonstrates its commitment to transparency in a number of ways:

- members of the public can attend meetings of the Joint Board
- agendas and minutes for the Joint Board meetings and supporting papers are available on the Joint Board's website
- the availability of the annual accounts on the website.

**53.** We have concluded that the Joint Board has appropriate and effective governance arrangements in place to support scrutiny of decision-making and conducts its business in an open and transparent manner.

## **The Joint Board should review its compliance with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018**

**54.** The [Public Sector Bodies \(Websites and Mobile Applications\) Accessibility Regulations 2018](#) came in to force on 23 September 2018. These require public sector bodies to put appropriate arrangements in place to ensure that information published on their websites is accessible. This means making sure that all content is clearly presented and simple enough so that most people can use it without needing to adapt it. Arrangements should also be in place to support those who do need to adapt things, including those with impaired vision, motor difficulties, cognitive impairments or learning disabilities, and deafness or impaired hearing.

**55.** Some organisations may not need to fully meet accessibility standards. This is the case if the impact of fully meeting the requirements is too much for an organisation to reasonably cope with. The accessibility regulations call this a 'disproportionate burden'. If an organisation wants to declare that making particular things accessible is a disproportionate burden then it is legally required to carry out an assessment of the burden that making those things accessible would place on the organisation against the benefits of making those things accessible.



## Recommendation 3

As part of the website improvements scheduled for 2021/22, management should review the documents published on the Tay Road Bridge Joint Board website against the Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018 to identify what reasonable changes could be made to improve the accessibility of any information that does not comply with these requirements.

### **The Covid-19 pandemic has impacted on the governance arrangements since March 2020 but we have concluded that the revised arrangements are appropriate and continue to support good governance and transparency**

56. The impact of Covid-19 from March 2020 on the governance arrangements has been set out in the Annual Governance Statement in the annual accounts. The Joint Board's existing Scheme of Delegation was relied upon in order to ensure that officers acted in accordance with the powers which the Joint Board has already delegated. Further interim governance arrangements were put in place including:

- all non-essential Joint Board business deferred to ensure that all members and officers could concentrate on supporting the organisation through the initial period of the pandemic
- all essential Joint Board business not covered by the scheme of delegation was dealt with as urgent matters by the Clerk, in consultation with the Chair and Vice-Chair of the Board.

57. In August 2020 arrangements were put in place to hold Joint Board meetings virtually using Microsoft Teams. This was first used for the meeting on 14 September 2020. Joint Board meetings continue to be held remotely but this situation will be reviewed as Covid-19 restrictions on travel and work placed activity ease.

58. We have concluded that the interim arrangements put in place were appropriate and continue to support good governance and transparency.

### **The management commentary in the 2020/21 annual accounts provided a fair, balanced and reasonable analysis of the organisation's financial performance for the year**

59. In addition to the consistency opinion on the management commentary covered in Part 1 of this report, we also consider the qualitative aspects of the management commentary included in the annual accounts. The purpose of the management commentary is to provide information on the Joint Board, its main objectives and strategies, and the principal risks that it faces. It is required to provide a fair, balanced and reasonable analysis of a body's performance and is essential in helping stakeholders understand the financial statements. We concluded that the management commentary in the 2020/21 annual accounts satisfied these requirements.

**The Joint Board has appropriate arrangements in place for the prevention and detection of fraud and error**

**60.** The Joint Board is responsible for establishing arrangements for the prevention and detection of fraud, error and irregularities, bribery and corruption. Furthermore, it is responsible for ensuring that its affairs are managed in accordance with proper standards of conduct by putting effective arrangements in place.

**61.** We have reviewed the arrangements in place and concluded that appropriate arrangements are in place for the prevention and detection of fraud, error and irregularities, bribery and corruption. We are not aware of any specific issues that we need to bring to your attention.

**National performance audit reports**

**62.** Audit Scotland carries out a national performance audit programme on behalf of the Accounts Commission and the Auditor General for Scotland. During 2020/21 a number of reports were published which may be of interest to the Joint Board. These are detailed in [Appendix 3](#).

# Appendix 1. Action plan 2020/21

## 2020/21 recommendations

Issue/risk	Recommendation	Agreed management action/timing
<p><b>1. Delivering of 3-year capital programme</b></p> <p>The 2021/22 to 2023/24 capital programme set out projects totalling £10.135 million, including projects costing £8.505 million to be delivered in 2023/24.</p> <p><b>Risk: There is a risk that the Joint Board will have insufficient funding or resources to deliver the 3-year capital programme.</b></p>	<p>Management should ensure that contingency plans are in place to prioritise the completion of essential capital projects should the required capital grant funding to deliver the 2021/22 to 2023/24 capital programme not be available.</p> <p>Paragraphs <a href="#">39.</a> and <a href="#">40.</a></p>	<p><b>Agreed:</b> The long-term ten-year Capital Plan is regularly shared and discussed with Transport Scotland officers with identification of priority projects using a three tier approach.</p> <p><b>Responsible officer:</b> Bridge Manager and Treasurer</p> <p><b>Agreed date:</b> 31 March 2022</p>
<p><b>2. Improvement activity</b></p> <p>A number of the planned improvement actions for the coming year identified in the Annual Governance Statement were originally scheduled to be completed in 2020/21, but were delayed so that staff could focus on the operational priorities following the Covid-19 outbreak in March 2020.</p> <p><b>Risk: There is a risk that the Joint Board will be unable to deliver all the improvement actions identified for 2021/22.</b></p>	<p>Management should prioritise the planned improvement actions identified for 2021/22 in the Annual Governance Statement to ensure that the most time critical activities are completed first.</p> <p>Paragraphs <a href="#">46.</a> and <a href="#">47.</a></p>	<p><b>Agreed</b></p> <p><b>Responsible officer:</b> Bridge Manager and Treasurer</p> <p><b>Agreed date:</b> 31 March 2022</p>

Issue/risk	Recommendation	Agreed management action/timing
<p><b>3. Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018</b></p> <p>The regulations require public sector bodies to put appropriate arrangements in place to ensure that information published on their websites is accessible.</p> <p><b>Risk: The information published on the Joint Board's website may not satisfy the requirements of the regulations.</b></p>	<p>As part of the website improvements scheduled for 2021/22, management should review the documents published on the Tay Road Bridge Joint Board website against the Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018 to identify what reasonable changes could be made to improve the accessibility of any information that does not comply with these requirements.</p> <p><a href="#">Paragraphs 54. - 55.</a></p>	<p><b>Agreed:</b> Current website will be reviewed to check if it is compliant with the regulations and, if necessary, amended to ensure compliance.</p> <p><b>Responsible officer:</b> Bridge Manager</p> <p><b>Agreed date:</b> 31 March 2022</p>

# Appendix 2. Significant audit risks

The table below sets out the audit risks we identified during our planning of the audit and how we addressed each risk in arriving at our conclusion.

## Risks of material misstatement in the financial statements

Audit risk	Assurance procedure	Results and conclusions
<p><b>1. Risk of material misstatement due to fraud caused by the management override of controls</b></p> <p>International Auditing Standards require that audits are planned to consider the risk of material misstatement in the financial statements caused by fraud, which is presumed to be a significant risk in any audit. This includes the risk of fraud due to the management override of controls.</p>	<ul style="list-style-type: none"> <li>• Detailed testing of journal entries.</li> <li>• Review of accounting estimates.</li> <li>• Focused testing of accruals and prepayments.</li> <li>• Evaluation of significant transactions that are outside the normal course of business.</li> </ul>	<ul style="list-style-type: none"> <li>• Journal entries were tested, no indications of management override of controls.</li> <li>• Judgements and estimations applied were tested to confirm they were appropriate and reasonable. No significant issues were highlighted with the judgements and estimates applied.</li> <li>• We tested accruals and prepayments and confirmed that income and expenditure was properly accounted for in the financial year.</li> <li>• We reviewed transactions during the year – no issues highlighted of significant transactions outside the course of business.</li> </ul>
<p><b>2. Risk of material misstatement caused by fraud in expenditure</b></p> <p>As most public-sector bodies are net expenditure bodies, the risk of fraud is more likely to occur in expenditure. There is a risk that expenditure may be misstated resulting in a material misstatement in the financial statements. This risk</p>	<ul style="list-style-type: none"> <li>• Assessment of key financial controls over expenditure.</li> <li>• Detailed testing of transactions focusing on the greater areas of risk.</li> </ul>	<p>During the course of the audit we reviewed this risk and concluded that, while it still represented a risk of material misstatement, it did not represent a significant risk of material misstatement (as defined by ISA 315) for the 2020/21 financial statements. As a result, we did not require to undertake any specific targeted audited work to</p>

Audit risk	Assurance procedure	Results and conclusions
<p>may be higher during the Covid-19 pandemic where there is a risk that internal controls and governance may not be fully functioning.</p>		<p>address this risk as our routine testing of expenditure for the final accounts audit was sufficient to provide assurance over the risk. We can confirm that no issues were identified from this testing that could have resulted in a material misstatement in the 2020/21 annual accounts.</p>
<p><b>3. Risk of material misstatement caused by estimation and judgements</b></p> <p>There is a significant degree of subjectivity in the measurement and valuation of the material account areas of non-current assets and pensions. This subjectivity represents an increased risk of misstatement in the financial statements.</p>	<ul style="list-style-type: none"> <li>• Review of the 'work of an expert' for the actuary and valuer.</li> <li>• Focused testing of noncurrent assets and pension figures.</li> <li>• Assessment of the appropriateness of actuarial assumptions.</li> </ul>	<p>During the course of the audit we reviewed the risk of material misstatement relating to estimation and judgement and concluded that while it still represented a risk of material misstatement, it did not represent a significant risk of material misstatement (as defined by ISA 315) for the 2020/21 financial statements. As a result, we did not require to undertake any specific targeted audited work on the pension or asset valuations as our routine testing for the final accounts audit was sufficient to provide assurance over this risk. We can confirm that no issues were identified from this testing that could have resulted in a material misstatement in the 2020/21 annual accounts.</p>

## Risks identified from the auditor's wider responsibility under the Code of Audit Practice

Audit risk	Assurance procedure	Results and conclusions
<p><b>4. Capital programme</b></p> <p>There continues to be significant slippage in the capital programme. As at 31 October 2020 slippage of £0.7 million is anticipated in the 2020/21 capital programme of £1.4 million approved by the Board in December 2019. This compares with slippage of £0.3 million carried forward from 2019/20 into 2020/21 (the 2019/20 capital programme was £1.1 million). While recognising that Covid-19 may have impacted on the joint board's ability to progress capital projects, there is a risk that projects are not completed timeously which could impact on service delivery.</p>	<ul style="list-style-type: none"> <li>On-going monitoring of capital budget, plans and monitoring reports and inclusion in annual audit report as appropriate.</li> </ul>	<p>The Covid-19 pandemic impacted upon the delivery of the 2020/21 Capital Plan with only 55 per cent of the plan being delivered and a number of projects having to be deferred or delayed.</p> <p><a href="#">Paragraphs 33. - 36.</a></p>





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# Appendix 3. Summary of 2020/21 national performance reports

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## April

[Affordable housing](#)

## June

[Highlands and Islands Enterprise: Management of Cairngorm mountain and funicular railway](#)

[Local government in Scotland Overview 2020](#)

## July

[The National Fraud Initiative in Scotland 2018/19](#)

## January

[Digital progress in local government](#)

[Local government in Scotland: Financial overview 2019/20](#)

## February

[NHS in Scotland 2020](#)

## March

[Improving outcomes for young people through school education](#)

# Tay Road Bridge Joint Board

## 2020/21 Annual Audit Report

Audit Scotland's published material is available for download on the website in a number of formats. For information on our accessibility principles, please visit:

[www.audit-scotland.gov.uk/accessibility](http://www.audit-scotland.gov.uk/accessibility)



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**ITEM No ...8(b).....**

**REPORT TO:** TAY ROAD BRIDGE JOINT BOARD – 13 SEPTEMBER 2021

**REPORT ON:** RESPONSE TO EXTERNAL AUDITOR'S ANNUAL REPORT ON THE 2020/2021 AUDIT OF TAY ROAD BRIDGE JOINT BOARD

**REPORT BY:** THE TREASURER

**REPORT NO:** TRB 17-2021

## **1 PURPOSE OF REPORT**

This report is a response to the report prepared by the Board's external auditor on the audit of Tay Road Bridge Joint Board for the year ended 31 March 2021. A copy of the external auditor's draft report and the Board's Audited Statement of Accounts are included on the agenda as separate items.

## **2 RECOMMENDATIONS**

It is recommended that the Board:

- i notes the contents of the draft external auditor's report including the completed action plan at Appendix 1 and in particular that Audit Scotland have indicated that they will issue an unqualified audit opinion on the 2020/2021 Annual Accounts;
- ii endorse this report as the Board's formal response to the external auditor's report;
- iii instruct the Treasurer to arrange for the Audited Annual Accounts noted above to be signed and then returned to the external auditor; and
- iv instruct the Treasurer thereafter to arrange for the above Annual Accounts, including copies of all audit certificates to be published on the Board's website by no later than 31 October 2021.

## **3 FINANCIAL IMPLICATIONS**

The Board's 2020/2021 Movement in Reserves Statement shows that there was a break-even position during the year. This gives a total General Reserve Balance of £1,160,591 as at 31 March 2021.

## **4 MAIN TEXT**

### Introduction

- 4.1 External audit is one of the key methods by which the activities and performance of local government are independently scrutinised and reported upon. The external audit of the Board for the financial year 2020/2021 was carried out by Mr Richard Smith, Senior Audit Manager, Audit Scotland. The Joint Board's External Auditors are normally appointed for a five-year period and the financial year 2020/2021 marked the fifth year of Audit Scotland's appointment. However, as a result of the COVID 19 pandemic, the Auditor General for Scotland and the Accounts Commission for Scotland announced their intention to extend the current audit appointments by one year, and it is therefore anticipated that the final year of Audit Scotland's appointment will be the 2021/2022 financial year.

- 4.2 The 2020/2021 unaudited Annual Accounts were submitted to Audit Scotland, prior to the required statutory deadline of 30 June 2021. The accounts have since been subject to a three-week statutory public inspection period and no objections were received.

#### External Auditors Report

- 4.3 Audit Scotland have now completed their audit work and, in accordance with auditing standards (ISA 260: Communication with those charged with governance), are required to report the outcome of their work in relation to their review of the financial statements, prior to formally issuing their audit opinions. This requirement has been addressed in the External Auditor's report.
- 4.4 The report summarises the findings in relation to the overall audit of the Board for the year ended 31 March 2021. The attached report describes the scope of audit work undertaken during 2020/2021 and the issues arising from that work are divided into the following key areas:
- Key Messages;
  - Introduction;
  - Audit of 2020/2021 Annual Accounts;
  - Financial Management and Sustainability, and Governance, including an assessment as to the appropriateness of the amended governance arrangements as a result of Covid 19; and
  - Appendices.
- 4.5 In addition to the Members of the Board, the external auditor's report is also addressed to the Controller of Audit at the Accounts Commission for Scotland. Given this wider audience, and the extent of the external auditor's responsibilities and scope of work, the report is by necessity both fulsome and extensive. A copy of his report is included on the agenda as a separate item. Accordingly, it is not the intention in this report to provide a detailed response or commentary on all the external auditor's findings.

#### External Auditor's Conclusions

- 4.6 The external auditor has undertaken a thorough and wide-ranging review of the financial statements and the processes and procedures around their preparation. It is pleasing to note that the auditor's overall findings and conclusions are satisfactory. In particular the Board can take encouragement from the following findings:
- the accounts were submitted on time;
  - there was no qualification to the auditor's opinion;
  - final accounts working papers were complete and finance staff provided good support to the audit team which helped ensure the final accounts audit was completed in line with the original timetable;
  - assurance can be placed on the financial systems and internal financial controls used by the Board;
  - the Board has appropriate and effective corporate governance arrangements in place that support the scrutiny of decisions made by the Joint Board and conducts its business in an open and transparent manner; and
  - interim changes to the governance arrangements in response to Covid 19 since March 2020 were appropriate.

#### External Auditor's Recommendations

- 4.7 The External Auditor has made three recommendations for improvement arising from the 2020/2021 audit that requires further action by the Board. These recommendations have been considered carefully by Board officers and the completed action plan, incorporating the "agreed management action / timing", is included at Appendix 1 to the external auditor's report.

#### The Way Ahead

- 4.8 Following the approval of the accounts for signature, the relevant statements of the Annual Accounts will be signed and dated by the appropriate officers and then returned to the external auditor. In line with statutory requirements, copies of the Annual Accounts together with the audit certificate will then be published on the Board's website by no later than 31 October 2021.

#### **5 POLICY IMPLICATIONS**

This report has been subject to an assessment of any impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. There are no major issues.

#### **6 CONSULTATIONS**

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

#### **7 BACKGROUND PAPERS**

Audit Scotland: Tay Road Bridge Joint Board - Annual Audit Report to Members on the 2020/2021 Audit (September 2021).

**ROBERT EMMOTT**  
**TREASURER**

**2 SEPTEMBER 2021**



ITEM No ...8(c).....



Tay Road Bridge



## **TAY ROAD BRIDGE JOINT BOARD**

### **ANNUAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**

**AUDITED**



**SEPTEMBER 2021**





**TAY ROAD BRIDGE JOINT BOARD  
ANNUAL ACCOUNTS 2020/2021  
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## TAY ROAD BRIDGE JOINT BOARD MEMBERS AND OFFICIALS

Tay Road Bridge Joint Board ("the Board") comprises 12 elected members who are appointed by the three constituent local authorities to serve on the Board. Dundee City Council nominates 6 members, Angus Council has 1 member and Fife Council nominates the remaining 5 members. Following the Scottish Local Government Elections that were held in May 2017 it was agreed by the Board that Dundee City Council would continue to act as lead authority to the Board, and consequently, the Council are required to appoint officers to serve as officials of the Board. At the end of financial year 2020/2021, the Members and Officials of the Board were:

### Representing Dundee City Council

Councillor Stewart Hunter  
Councillor Bill Campbell  
Councillor Fraser Macpherson  
Councillor Lynne Short (Chair)  
Councillor Margaret Richardson  
Councillor George McIrvine



### Representing Angus Council

Councillor Craig Fotheringham



### Representing Fife Council

Councillor Jonny Tepp (Vice-Chair)  
Councillor Brian Thomson  
Councillor Bill Connor  
Councillor Andy Heer  
Councillor John Docherty



### Bridge Manager

Mr Alan Hutchison BEng (Hons), MSc, CEng, FICE, MCIHT.

### Engineer

Mr Gary Brady, BEng (Hons), PGDip, CEng, FICE, MCIHT, Dundee City Council.

### Clerk

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

### Treasurer

Mr Robert Emmott, BSc, CPFA, Dundee City Council.

### Contact Details:

Tay Road Bridge Joint Board website: [www.tayroadbridge.co.uk](http://www.tayroadbridge.co.uk)

#### Bridge Manager

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#### Clerk

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#### Treasurer

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## **TAY ROAD BRIDGE JOINT BOARD MANAGEMENT COMMENTARY**

### **INTRODUCTION**

We are pleased to present the Annual Accounts for Tay Road Bridge Joint Board ("the Board") for the year ended 31st March 2021. The accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2020/2021 ("the Code"). This Management Commentary provides a context for the annual accounts and an analysis of the financial performance during the year. The principal risks and uncertainties facing the Board are identified, together with the potential impact and actions being taken.

The Board was established by the Tay Road Bridge Order Confirmation Act 1962 to construct and maintain the Tay Road Bridge. This Order was superseded by the Tay Road Bridge Order Confirmation Act 1991 ("the 1991 Act"). The Board's Business Model has been set up to meet the requirements of the 1991 Act.

### **ORGANISATIONAL CHANGES**

Tay Road Bridge Joint Board has an organisational make-up of twenty-two staff members, comprising eleven shift workers (Operations staff), eight Maintenance members of staff and three members of staff dealing with all administrative duties.

The Maintenance and Operations Manager, Bill Angus, retired in January 2021 after an association with the Tay Road Bridge since 1985. The Board agreed at the December 2020 Board meeting to change the post title to Deputy Bridge Manager to make sure that the post was attractive to suitably qualified engineers. David Robertson was welcomed as Deputy Bridge Manager for the team in March 2021.

The Covid-19 pandemic has significantly impacted the ability of the team to undertake training in 2020/21, but I am pleased that where possible and with adherence to all Scottish Government advice to remain Covid-19 safe, we have managed to deliver the following training to help staff maintain confidence and competence in their individual roles:

- HGV Refresher Training
- Avoiding Unconscious Bias in Recruitment (Management Team)

### **MANAGEMENT ARRANGEMENTS WITH SCOTTISH GOVERNMENT**

During this period, the main point of contact with the Scottish Government continued to be the Trunk Road and Bus Operations Team of Transport Scotland. Virtual meetings to remain Covid 19 safe have been held on a regular basis between Board Officers and officers from the Trunk Road and Bus Operations Team to discuss financial matters and future projects.

### **CONTRACTS**

The management of traffic and pedestrian users of the Tay Road Bridge has benefitted from a number of successful projects delivered in 2020/2021, with more projects due for delivery in 2021/2022 that will add resilience to the bridge's infrastructure.

#### **Administration Building Repairs and Improvement**

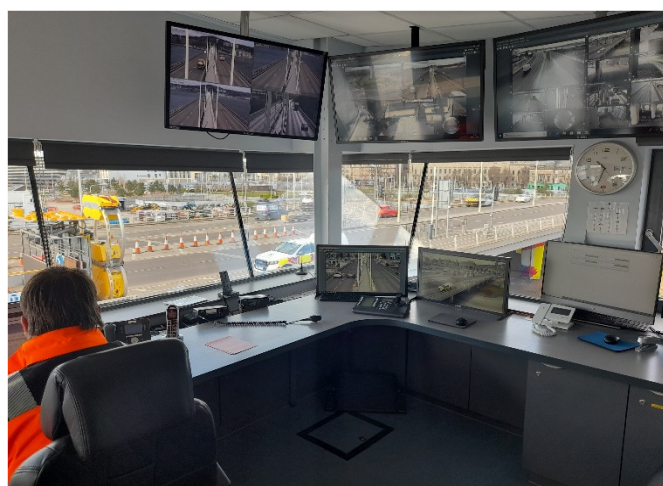
In December 2019 the Board approved the appointment of Wilmott Dixon for the project works with the performance obligations of the contract to be undertaken by Robertson Construction. Works on site commenced in January 2020, with completion due by the end of June, however works were delayed due to the Covid-19 pandemic. Work was able to recommence later in the summer of 2020 with a programme revised to allow for a Covid-19 safe site. The project was completed at the end of January 2021.

## TAY ROAD BRIDGE JOINT BOARD MANAGEMENT COMMENTARY

The project involved the installation of a new roof membrane to the Administration Office to replace a defective roof that was leaking.

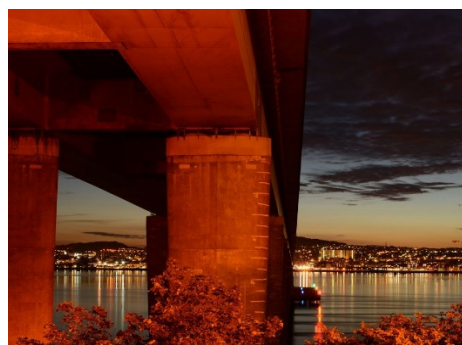


The project also included the recladding of the control tower to improve thermal insulation properties in order to raise the comfort levels for staff, along with a refurbishment of the control room and staff mess room to modern standards. Positive feedback from staff regarding the enhanced facilities has been received. The project also allowed the opportunity to improve some of the critical control room systems, with an upgrade and modernisation of the automatic barriers and traffic light control systems thus improving their reliability and responsiveness. Another change included the enhancement of the CCTV viewing capabilities for supervisors monitoring the bridge, along with a new more ergonomic control system interface layout for user comfort and efficiency. All the supervisors have welcomed the changes and staff have also complimented the new modern mess facilities.



### Inspection of Columns and Piers

In March 2020 the Board approved the appointment of CAN Structures Limited to carry out a Principal Inspection of the upper 2.4 metres of the concrete river piers and the entire surface area of the columns of the bridge, clean and inspect all surfaces, identify and mark out defective areas of concrete and report on faults. This work is due to be completed in 2021.



## TAY ROAD BRIDGE JOINT BOARD MANAGEMENT COMMENTARY

### Consulting Engineering Services

WSP were appointed to provide a multi-disciplinary engineering consultancy service following Board approval in December 2019. The provision of professional consulting engineering services for a five year term is to allow knowledge and expertise to be developed through partnership working and make sure that a robust strategy for all replacement schemes can be evidenced.

WSP have commenced work on the following capital projects:

#### Gantry Replacement:

The Engineer to the Board and the Bridge Manager have worked closely with WSP to agree the exact scope of the project required to deliver new inspection gantries. This has included determining all design parameters and understanding desirable improvements that could be made to improve efficiency of structural inspections. A detailed survey of the bridge's existing runway beams has also been undertaken and this has informed a disruptive testing regime that will permit an assessment of different solutions that can be taken forward to concept and then detailed design.

#### Carriageway Resurfacing and Replacement Joints:

A number of core samples have been taken of the asphalt (or pavement) surfacing along both the north and southbound carriageways. Subsequent inspection and lab testing of these cores has confirmed that the original fifty-five year-old Trinidad Lake Asphalt surfacing material is now ready for replacement. The resurfacing of the bridge is scheduled to take place in 2023 and the movement joints will be renewed during this project. The expansion joints are between 25 and 30 years old and are now practically beyond serviceable life.

### Park and Choose Proposal

Fife Council was awarded £235,000 by Transport Scotland at the end of November 2019 to take forward the Tay Bridgehead Park and Choose project. This grant from Transport Scotland is to progress and update the Tay Bridgehead Park and Choose work that was undertaken in 2010. The 2010 proposal included a Park and Choose site with an approximate 450 space car park, landscaping, access junction, drainage, lighting, CCTV, bus turning facilities, bus stances and shelters, and EV charging.

A recent project to upgrade the main electrical switchgear that serves the Dundee and Fife sides of the bridge was completed in early 2020 and this will allow work to commence with Fife Council to install electric vehicle charging points (EVCP's) in our Fife car park for public use. This project demonstrates the TRBJB's and Fife Council's commitment to Active Travel and to help tackle the climate emergency.

Fife Council Officers have formed a working group, consisting of the Bridge Manager, Dundee City Council Officers, and Tactran (supported by SEStran) to support them in carrying out all the necessary work to obtain planning permission and push towards a final development plan. Future works would be funded by Scottish Government grants obtained through an application to Transport Scotland.

### TRAFFIC

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

Wind speed > 80mph	Wind speed > 60mph	Wind speed > 45mph	Works Full Closures	Breakdowns and Minor Accidents	Operational, Miscellaneous and Police
Closed to all Vehicles	Cars Only	No Double Deck buses			
1	4	33	3	12	434
<b>Comparator figures for 2019/2020:</b>					
2	9	53	1	8	540

## TAY ROAD BRIDGE JOINT BOARD MANAGEMENT COMMENTARY

The works closures in 2020/2021 related to movement joint repairs that required full closure to facilitate a safe staff and contractor working environment.

### STRATEGIC PLAN AND PERFORMANCE SUMMARY

The Board's mission is to provide the travelling public with safe, reliable and efficient crossing of the River Tay through the operation, maintenance and improvement of the Tay Road Bridge. In order to support these aims a Strategic Plan was introduced in December 2018, which details five strategic goals to guide the Board.

**1. Meeting User Expectations:** Ensuring continued reliability of journeys and providing modern interfaces with our users;

**2. Fiscally Sustainable:** Maintaining financial responsibility through effective and appropriate deployment of capital and revenue resources;

**3. Transparent Governance and Clear Decision Making Processes:** Fit for purpose governance arrangements with clear lines of responsibility and accountability that are transparent and clear to users and the general public;

**4. A Modern, Diverse and Well Trained Workforce:** Providing roles that are fit for purpose whilst offering a range of opportunities for as wide a cross-section of the potential workforce as the service provided allows; and

**5. Quality and Standards:** Improve safety, maintenance and processes to deliver continuous improvement.

Key Performance Indicators (KPIs) are used to measure general performance and success in achieving some of these key priorities, and these are reported annually to the Board as part of the management commentary contained within the Annual Accounts. KPIs to be measured annually include:

- Quality and Standards: Accidents and incidents (Employees and members of the public);
- Quality and Standards: Lost Time due to accidents and incidents (Employees);
- Fiscally Sustainable: Expenditure (reported in the Annual Accounts);
- Meeting User Expectations: Complaints and questions;
- A Modern, Diverse and Well Trained Workforce: Staff Absences; and
- Fiscally Sustainable: Payment of Invoices.

The remaining KPI is reported quarterly to the Board:

- Meeting User Expectations: Bridge traffic lane availability (reported quarterly as part of a separate report).

**KPIs for the full calendar years 2015 to 2020 are as follows:**

#### Safe Services

Years	Accidents Involving Members of the Public
	(Target = Reduction Year on Year)
2015	6
2016	2
2017	9
2018	9
2019	2
2020	0

Years	Reportable Incidents Involving Employees	Minor Accidents Involving Employees	Time Lost – Employees (Hrs)
	(Target = 0)	(Target = 0)	(Target = 0)
2015	0	2	0
2016	0	2	24
2017	0	2	0
2018	0	3	16
2019	2	1	376
2020	0	1	0

The statistics for all accidents, either involving staff, or members of the public, are low. It is noted in the Strategic Plan that many Road Traffic Collisions (RTCs) on the bridge are due to driver error and outwith the control of the Board. Police Scotland are called to all RTC's on the bridge.



## TAY ROAD BRIDGE JOINT BOARD MANAGEMENT COMMENTARY

During 2020 there were no lost working hours due to accidents at work. All accidents are investigated and mitigation measure are put in place to avoid a repeat occurrences. During 2019 the time lost by employees due to accidents was 376 hours, with one employee accounting for the majority of this absence. The cause of all accidents are investigated and mitigation measure are put in place to avoid a repeat occurrences. All employees have recovered and are back at work. A separate Health and Safety report is presented to the Board annually.

### Effective and Efficient Services: Complaints and Enquiries

Years	Complaints Received & Responses			Enquiries Received & Responses		
	Complaints Received	Complaints Responded To	Complaints Responded to within 10 Working Days	Enquiries Received	Enquiries Responded To	Enquiries Responded to within 10 Working Days
	Target = 10% Reduction Year on Year	Target = 100% of Complaints Responded to	Target = 100% of Complaints Responded to	Target = 10% Reduction Year on Year	Target = 100% of Enquiries Responded to	Target = 100% of Enquiries Responded to
2015	7	7	7	36	36	36
2016	10	10	10	77	77	77
2017	4	4	4	28	28	28
2018	6	6	6	50	50	50
2019	1	1	1	28	28	28
2020	1	1	1	21	21	20
2021 (to 31 March 2021)	0	0	0	15	15	15

From 2015 to 2019 the board received on average six complaints from the public per year regarding our services. These generally related to concerns regarding bridge availability during closures, or concerns related to our sharing of information during such closures. Subsequently, a public questionnaire asking for comments and suggestions to help us improve the TRBJB website was issued via social media on 1 May 2019. The results of these, and a reflection on the queries already received, have helped us to redesign a new website through our IT partners at DCC. It is planned to launch the new website in 2021.

In both 2019 and 2020 only one complaint was received although the Board will continue to pursue every opportunity to reflect upon and improve the service that it delivers. All complaints are responded to in a timely manner and within ten working days. Since 1 April 2021, there have been two complaints received.

Since 2016 there has been a substantial drop in enquiries from members of the public, either received by the Bridge Manager directly or through Councillor enquiries, down from seventy-seven enquiries in 2016 to twenty-one enquiries in 2020. This reduction in enquiries is most likely to be attributable to the introduction of a new social media feed and Frequently Asked Questions published on the Board's website, providing up-to-date bridge user information and answers to common questions.

### Effective and Efficient Services: Staff Absence

Calendar Years	Staff Sickness (Average Days per Annum)
	Target = <5
2015	17.45
2016	5.76
2017	6.98
2018	7.55
2019	29.5
2020	11.8

## TAY ROAD BRIDGE JOINT BOARD MANAGEMENT COMMENTARY

The Board lost an average 10 days per employee per year in 2020 due to sickness not relating to Covid-19. This is above the national average of 4.4 days published by the Office for National Statistics (ONS) in 2019. There were on average 1.8 days lost to Covid-19 related illness in 2020, although for January to March 31 2021 the Covid-19 related absence has increased to 6.06 days per employee. All staff have now recovered and have returned to work.

### Effective and Efficient Services: Payment of Invoices

Years	Payment of Invoices within 30 days of Invoice Date
	<b>Target = 100%</b>
<b>2015/16</b>	98.06%
<b>2016/17</b>	98.81%
<b>2017/18</b>	98.86%
<b>2018/19</b>	98.85%
<b>2019/20</b>	99.68%
<b>2020/21</b>	99.28%

The Board continue to pay invoices timeously and aim to do this within thirty days. The percentage of payments made within thirty days of invoice date during 2020/2021 was 99.28%.

### IMPACT OF CORONAVIRUS PANDEMIC ON OPERATIONS

The UK Government announced a lockdown on 23 March 2020 in response to the Covid 19 pandemic. This had a major impact on the management and operations of the bridge. Management took immediate action to safeguard employees and bridge users. These actions were taken to maintain resilience and ensured bridge availability and the continued safety of employees and bridge users during this challenging and unprecedented time. Business Continuity Planning / Incident Response meetings were held between key personnel and guidance issued to all staff on a regular basis. The actions detailed in the Business Continuity Plan have been implemented during the current Covid19 crisis and it will continue to be updated to reflect changing circumstances.

### STAFFING ISSUES

#### Staff Establishment

Staffing levels and the existing establishment stands as follows:-

	2020/2021	2020/2021	2019/2020	2019/2020
	Current	Establishment	Current	Establishment
Administration	3	3	3	3
Operational	10	11	11	11
Maintenance	7	8	7	8
<b>Total</b>	<b>20</b>	<b>22</b>	<b>21</b>	<b>22</b>



## TAY ROAD BRIDGE JOINT BOARD MANAGEMENT COMMENTARY

### FINANCIAL PERFORMANCE REVIEW

#### ***CIPFA's Telling the Story Review of the Presentation of Local Authority Financial Statements:***

Following publication in 2015 of CIPFA's Telling the Story Review of the Presentation of Local Authority Financial Statements, the 2016/2017 Code changed the segmental reporting arrangements for the Comprehensive Income and Expenditure Statement and introduced the Expenditure and Funding Analysis. The Expenditure and Funding Analysis brings together Board performance reported on the basis of expenditure measured under proper accounting practices with statutorily defined charges to the General Reserve. Both the Comprehensive Income and Expenditure Statement and the Expenditure and Funding Analysis include a segmental analysis which requires the Board to report performance on the basis of how it is structured and how it operates, monitors and manages financial performance.

#### **Revenue Expenditure**

The Tay Road Bridge Joint Board, at its meeting on 2 December 2019, approved the 2020/2021 Revenue Budget. The final budget was projected to break-even. The projected General Reserve balance as at 31 March 2021 would be £1,160,591.

The Board received quarterly Revenue Monitoring reports during 2020/2021 in order to keep the members fully apprised as to the projected revenue outturn position.

The following table reconciles the Revenue Budget approved by the Board on 2 December 2019 to the revised budget figures that are included in the Comprehensive Income and Expenditure Statement shown on page 31. The actual outturn for 2020/2021 was a net overspend against budget of £14,000 before the application of accounting adjustments. The detailed variance analysis is set out on page 12. After the required accounting adjustments this gives a total General Reserve balance of £1,160,591 as at 31 March 2021 which is unchanged from the corresponding figure at 31 March 2020.

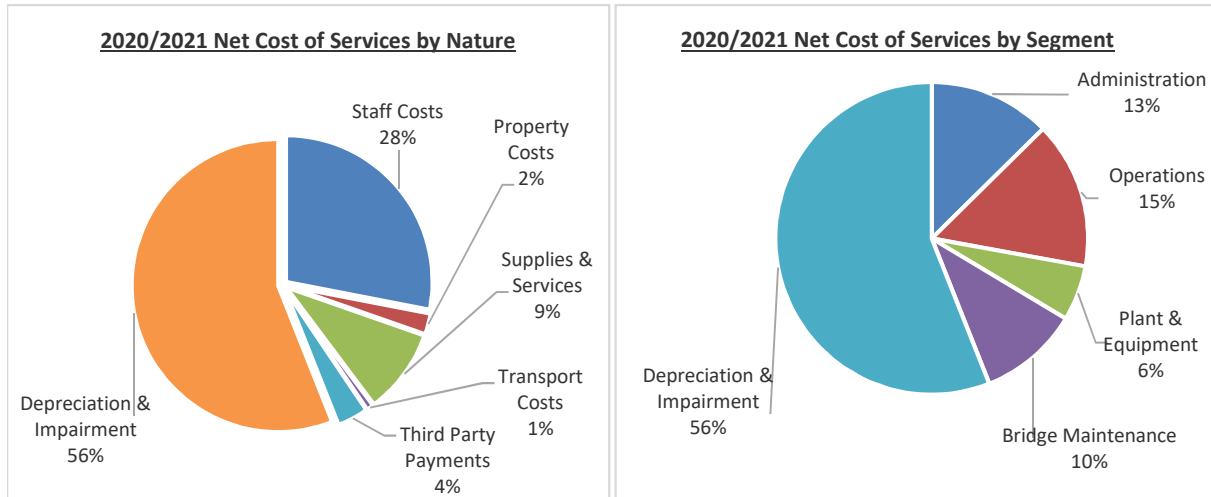
# TAY ROAD BRIDGE JOINT BOARD MANAGEMENT COMMENTARY

	Approved Budget £000	Net Depreciation & Impairment Allocation £000	Reallocate Investment Property Inc & Exp £000	Employee Benefits Adjustment £000	Revaluation of PPE Assets £000	Recognised Capital Grant £000	IAS 19 Adjs £000	Revised Budget £000	Actual Expend/ (Income) £000	Over / (Under) Spend £000
Administration	461	-	-	-	-	-	1	462	459	(3)
Operations	521	-	-	-	-	-	52	573	555	(18)
Plant & Equipment Operating Costs	224	-	-	-	-	-	-	224	208	(16)
Bridge Maintenance	399	-	(3)	4	-	-	31	431	379	(52)
Corporate Costs	-	2,056	-	-	(19)	-	-	2,037	2,037	-
<b>Net Cost of Services</b>	<b>1,605</b>	<b>2,056</b>	<b>(3)</b>	<b>4</b>	<b>(19)</b>	<b>-</b>	<b>84</b>	<b>3,727</b>	<b>3,638</b>	<b>(89)</b>
Other Operating Income & Expenditure	(11)	-	10	-	-	-	-	(1)	(13)	(12)
Financing & Investment Income & Expenditure	(5)	-	(7)	-	3	-	24	15	11	(4)
Non-Specific Grant Income	(1,589)	-	-	-	-	(815)	-	(2,404)	(2,285)	119
<b>(Surplus) / Deficit on Provision of Service</b>	<b>-</b>	<b>2,056</b>	<b>-</b>	<b>4</b>	<b>(16)</b>	<b>(815)</b>	<b>108</b>	<b>1,337</b>	<b>1,351</b>	<b>14</b>
(Surplus) / Deficit on Revaluation of PPE	-	-	-	-	13	-	-	13	13	-
Actuarial (Gains) / Losses on Pension Assets / Liabilities	-	-	-	-	-	-	(458)	(458)	(458)	-
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>-</b>	<b>2,056</b>	<b>-</b>	<b>4</b>	<b>(3)</b>	<b>(815)</b>	<b>(350)</b>	<b>892</b>	<b>906</b>	<b>14</b>
IAS 19 Adjustments	-	-	-	-	-	-	350	350	336	(14)
Other IFRS Code Accounting Adjustments	-	(2,056)	-	(4)	3	815	-	(1,242)	(1,242)	-
<b>Total (Surplus)/ Deficit</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Reserve Balance b/fwd</b>	<b>(1,161)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,161)</b>	<b>(1,161)</b>	<b>-</b>
<b>General Reserve Balance c/fwd</b>	<b>(1,161)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,161)</b>	<b>(1,161)</b>	<b>-</b>

The following two charts show how the total 2020/2021 expenditure of the Board is apportioned. Figure 1 shows the split by the nature of expenditure, for example, staff cost, property costs, etc. and Figure 2 shows the proportion of expenditure by operational segment.

Figure 1: 2020/2021 Net Cost of Services by Nature:

Figure 2: 2020/2021 Net Cost of Services by Segment:



**Administration (Underspend £3,000)**

This reflects lower than anticipated expenditure in relation to training due to the pandemic and salary costs as a post was vacant for a short period of time. These were offset by an increase in insurance premiums.

**Operations (Underspend £18,000)**

This reflects lower than anticipated expenditure on salary costs due to a long-term absence and a newly vacant post remaining unfilled and a reduction of training programmes as a result of Covid 19. These were offset by increased overtime to cover long-term and Covid 19 related absences.

**Plant & Equipment Operating Costs (Underspend £16,000)**

This reflects lower than anticipated expenditure for the hire of the safety boat as the start date of the six-month contract period was delayed from the beginning of April until mid-June due to the Covid 19 lockdown resulting in no capital works during this period. This meant that the end date of the contract was extended by approximately ten weeks resulting in there being no requirement for the additional ad-hoc cover period of five weeks that is included in the budget. There were also savings in relation to equipment maintenance, equipment purchases, materials, contractor costs and principal inspections on the gantries as there were ongoing capital works and there will be a major replacement programme in the next few years. These were offset by increased electricity unit costs and an additional supply to a contractor's site office at the Dundee Central Waterfront Development which resulted in increased income as detailed below.

**Bridge Maintenance (Underspend £52,000)**

This reflects lower than anticipated expenditure on salary costs in relation to a vacant post, a reduction in staff overtime due to reduced maintenance work required during off-peak times, a reduction in standby pay allowance as a result of a vacancy and less staff on standby and a reduction of training programmes as a result of Covid 19. There were also additional savings on miscellaneous inspections and reports and ground maintenance work at the Dundee and Fife landfall areas. These were offset by increased electricity costs as a result of the energy supplier claiming back under-recovered charges between October 2019 and July 2020 after changing to monthly billing from quarterly billing.

**Other Operating Income and Expenditure (Underspend £12,000)**

This reflects higher than anticipated income due to income for the supply of electricity to a site office for the contractors on the Central Waterfront Development.

*Financing and Investment Income and Expenditure (Underspend £4,000)*

This reflects lower than anticipated expenditure on the Fife kiosk building.

*Non-Specific Grant Income (Reduced Grant Income £119,000)*

Reflects the net underspend on other budget heads, as detailed above.

*Other Accounting Adjustments (Underspend £14,000)*

Reflects underspends on IAS 19 adjustments due to savings in pension contributions.

**Capital Expenditure and Financing**

The Board, at its meeting on 2 December 2019, approved the 2020/2021 Capital Plan of £1,475,000. This would be funded from Capital Grants.

The Board received quarterly Capital Monitoring reports during 2020/2021 in order to keep the members fully appraised as to the projected capital outturn position. Actual gross capital expenditure for the year was £815,000. The following table compares the actual outturn position with budget for capital expenditure and the associated funding. The underspend against the original capital budget was due to budget adjustments and slippage across a range of projects mainly due to the Covid-19 Pandemic:-

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Capital Expenditure:</b>			
Carriageway Resurfacing	200	75	(125)
Cathodic Protection Hardware	250	-	(250)
Inspection of Piers and Columns	250	183	(67)
Replacement of Expansion Joints	25	22	(3)
Bridge Office Refurbishment	200	480	280
New Gantries	175	41	(134)
Fife Landfall Improvements	200	-	(200)
Other Projects	175	14	(161)
	<b>1,475</b>	<b>815</b>	<b>(660)</b>
<b>Capital expenditure was funded as follows:</b>			
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Capital Grant from the Scottish Government	1,475	815	(660)
	<b>1,475</b>	<b>815</b>	<b>(660)</b>

**Control of Revenue and Capital Expenditure**

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

**Pension Liability (IAS 19)**

Under IAS 19 (Employee Benefits) the Board is required to include figures in its Statement of Accounts relating to the assets, liabilities, income and expenditure of the pension schemes for its employees. It has been estimated that the Board had a net pension liability of £628,000 as at 31 March 2021. The estimated net pension liability at 31 March 2020 was £964,000. The overall decrease was due to an increase in the value of assets as a result of increased return on assets less interest and changes in demographic assumptions partly offset by changes in financial assumptions.

**PRINCIPAL RISKS AND UNCERTAINTIES**

As part of the ongoing management of risk, senior officers conduct an annual review of strategic risk management issues which is reported to the Board. The updated Strategic Risk Register details the key risks faced by the Board and the existing controls in place. These are summarised as follows:

- Legislative changes e.g. Health and Safety, environmental, procurement. The Board maintains awareness of changes to legislation and amends policies and procedures timeously.
- Effects of changes to the economy impacting grant funding. The Board maintains financial planning, monitoring and control systems.

- Loss of structure / operational capacity through ship impact, etc. The Board has Insurance cover, has provided a pier protection system at navigation spans and maintains security through CCTV and 24 hour site attendance. In addition, Dundee Port Authority has controls and procedures governing navigation of vessels on the river.
- Loss of operational capacity through loss of bridge / buildings. The Board maintains a regular inspection programme and maintenance of assets.
- Losses through poor governance. The Board continues to review and apply recognised good governance policies.
- Failure to deliver projects to time and / or cost. The Board adopts robust project management procedures.
- Lack of financial resources. The Board's submission of applications for grant income includes robust estimates as back up. There is regular monitoring and control of expenditure against agreed budgets. Reserves are reviewed and maintained at prudent levels.
- Lack of staff resources, e.g. from pandemic, industrial action, recruitment issues. The Board maintains and reviews its Business Continuity Plans, consults with staff and trade unions on employment matters, manages staff absences, plans recruitment requirements in advance, and maintains a programme of staff training.

## **FUTURE DEVELOPMENTS**

The Board recognises the impact of continuing financial pressures created by the current economic climate and as a consequence it continues to seek to generate efficiencies and utilise limited resources in an effective manner.

## **CONCLUSIONS**

Sound financial management and effective risk management have enabled the Board to successfully manage its financial and operational performance during 2020/2021. However, significant risks surrounding future uncertainties continue to affect plans for the Board to effectively manage budgetary pressures.

## **Acknowledgements**

During the 2020/2021 financial year the Board's financial position has required continuous scrutiny and strict budgetary control. We would like to thank the Bridge Engineer and the Bridge staff for their assistance in controlling the Board's expenditure and income. In addition, we wish to mention our appreciation of the help and co-operation provided during the financial year by the elected members and by Roger Mennie, Clerk to the Board.

The previous Treasurer, Gregory Colgan, took up a new post within Dundee City Council and was replaced as Treasurer of the Board by Robert Emmott, whose appointment was confirmed at the March 2021 Board meeting. We would like to express our thanks to Mr Colgan for his period as the Treasurer.

Finally, we would conclude our report by thanking all staff who contributed to the preparation of the Board's 2020/2021 Annual Accounts.

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**Robert Emmott, BSc, CPFA**

**Treasurer  
Tay Road Bridge  
Joint Board  
13 September 2021**

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**Alan Hutchison,  
BEng (Hons), MSc,  
CEng, FICE, MCIHT**

**Bridge Manager  
Tay Road Bridge  
Joint Board  
13 September 2021**

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**Councillor Lynne  
Short, BA**

**Chair  
Tay Road Bridge  
Joint Board  
13 September 2021**





## TAY ROAD BRIDGE JOINT BOARD ANNUAL GOVERNANCE STATEMENT

### Scope of Responsibility

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

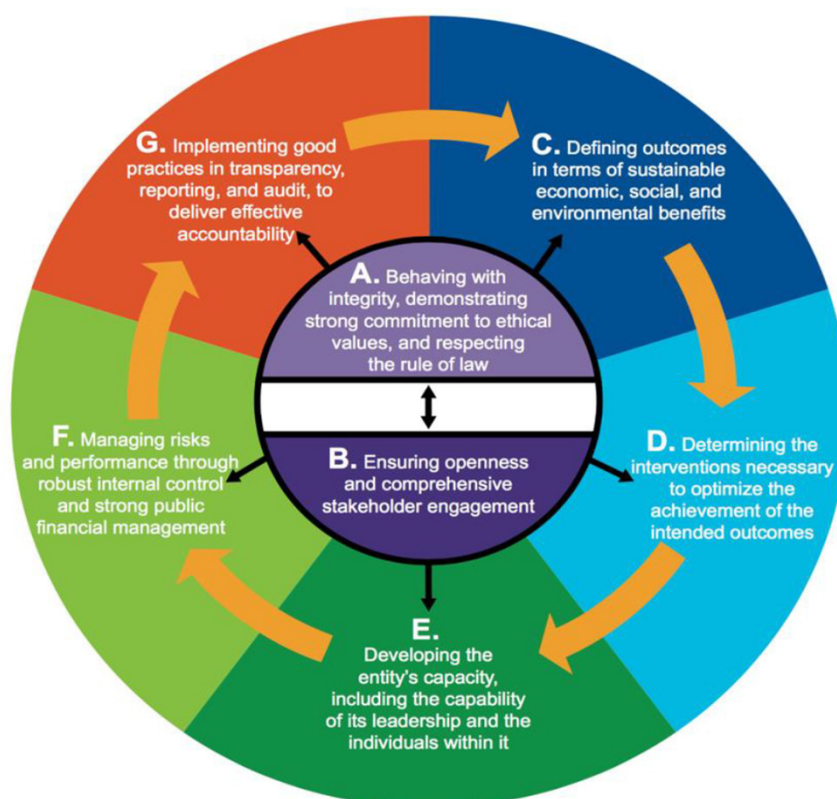
In discharging these responsibilities elected members and senior officers are responsible for implementing effective arrangements for governing the Joint Board's affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk.

In June 2021, the Joint Board approved and adopted an updated Local Code of Corporate Governance that is consistent with the principles of the CIPFA/SOLACE (Chartered Institute of Public Finance & Accountancy / Society of Local Authority Chief Executives) framework *Delivering Good Governance in Local Government (2016)*. This statement explains how Tay Road Bridge Joint Board delivers good governance and reviews the effectiveness of these arrangements.

### The Joint Board's Governance Framework

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

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



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

## TAY ROAD BRIDGE JOINT BOARD ANNUAL GOVERNANCE STATEMENT

The overall control arrangements include:

- reporting financial and operational information regularly to Joint Board meetings;
- clearly defined Standing Orders and Schemes of Administration covering Financial Regulations, Tender Procedures and Delegation of Powers;
- approved Fraud Guidelines which include anti-fraud and corruption strategies, and "whistle-blowing" arrangements under the Public Interest Disclosure Act 1998;
- approved Anti-Bribery Policy;
- setting targets to measure financial and service performance;
- formal revenue and capital budgetary control systems and procedures; and
- the assurances provided by Internal Audit through their independent review work of the Joint Board's internal control systems.

Additionally, in order to support Chief Financial Officers in the fulfilment of their duties and to ensure that local authority organisations have access to effective financial advice of the highest level, CIPFA's *Role of the Chief Financial Officer (2016)* has introduced a "comply or explain" requirement in the Annual Accounts. The Treasurer complies with the principles set out in CIPFA's *Role of the Chief Financial Officer (2016)*.

### Review of Effectiveness

Members and officers of the Joint Board are committed to the concept of sound governance and the effective delivery of Joint Board services and take into account comments made by internal and external auditors and prepare action plans as appropriate. The effectiveness of the governance framework is reviewed annually by senior officers. Their review of the Local Code of Corporate Governance, includes the completion of a self-assessment of their own arrangements. This involved the completion of a 94-point checklist covering the seven supporting principles defined in CIPFA/SOLACE's *Delivering Good Governance in Local Government (2016)*. This indicated a high level of compliance.

In addition, as part of the Annual Governance Statement process the Bridge Manager completes a self-assessment checklist of the Board's own governance, risk management and internal control arrangements. This involved the completion of a 55-point checklist covering seven key governance areas of Service Planning and Performance Management; Internal Control Environment; Fraud Prevention and Detection; Budgeting, Accounting and Financial Control; Risk Management and Business Continuity; Asset Management; and Partnerships. This again indicated a high level of compliance.

The Joint Board's Internal Audit provider conforms with Public Sector Internal Audit Standards and reports to the Joint Board. Internal Audit undertakes an annual programme of work, which is reported to the Joint Board. The Internal Auditor provides an independent opinion on the adequacy and effectiveness of the system of internal control. In the opinion of the Joint Board's Internal Auditor, overall the Board operates adequate internal control systems as defined in the Audit Needs Assessment. The audit and assurance work has not identified any significant gaps in the Board's control environment that would increase the risk of financial loss. This opinion was arrived at by taking into consideration the internal audit, risk management and other assurance work that has been undertaken during 2020/2021 and in previous years since the internal auditors original appointment in 2010.

### Impact of Coronavirus Pandemic on Corporate Governance

The UK Government announced a lockdown on 23 March 2020 in response to the Covid 19 pandemic. This has had a major impact on the management and operations of the bridge. Management took immediate action to safeguard employees and bridge users. These actions were taken to maintain resilience and ensured bridge availability and the continued safety of employees and bridge users during this challenging and unprecedented time. Business Continuity Planning / Incident Response meetings were held between key personnel and guidance issued to all staff on a regular basis.

The Annual Governance Statement assesses governance in place during 2020/2021 so the majority of the year was affected by coronavirus. The conclusion on whether or not governance is fit for purpose should reflect the normal operations. However, coronavirus has impacted on governance since March 2020 and the Annual Governance Statement has to reflect the circumstances at the time of publication and the impact on governance.

## TAY ROAD BRIDGE JOINT BOARD ANNUAL GOVERNANCE STATEMENT

The impact on governance affected the Board, for example changes to decision making arrangements whereby the following procedures were implemented for Board business from 23 March 2020 until the resumption of Board meetings in September 2020:

- All non-essential Board business was deferred to ensure that all Board Members and all Officers were able to concentrate the maximum possible time and effort on supporting the Board through the Coronavirus period;
- Referring to the Board's existing Scheme of Delegation of Powers to Officers in order to ensure that Officers acted in accordance with the powers which the Board has already delegated; and
- All essential Board business which was not covered by the Scheme of Delegation of Powers to Officers was dealt with as urgent matters arising between meetings (i.e. by the Clerk, in consultation with the Chair and Vice-Chair of the Tay Road Bridge Joint Board).

### Continuous Improvement Agenda

The Joint Board's progress against the Continuous Improvement Agenda items for 2020/2021 is detailed in Table 1. Several items are still in progress and have been carried forward to be actioned in 2021/2022. Additional areas for improvement have also been identified by Joint Board officers and these are included in Table 2 and form the Continuous Improvement Action Plan for 2021/2022. These were identified in the self-assessment checklists that were completed as part of the Joint Board's assurance gathering process and also from Internal Audit reviews.

During 2021/2022 steps will be taken to address the outstanding items identified in the Continuous Improvement Agenda to further enhance the Joint Board's governance arrangements.

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

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**Councillor Lynne Short, BA**  
**Chair**  
**Tay Road Bridge Joint Board**  
**13 September 2021**

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**Alan Hutchison, BEng (Hons), MSc, CEng,**  
**FICE, MCIHT. Bridge Manager**  
**Tay Road Bridge Joint Board**  
**13 September 2021**



## ANNUAL GOVERNANCE STATEMENT

TABLE 1 - IMPROVEMENT AGENDA FOR 2020/2021

Original Improvement Agenda						Progress Update	
	Improvement	Source	Source Date	Responsible Officer	Target Completion Date	Actual Completion Date	Comments (e.g. Estimated Completion Date, Reasons for delays, etc.)
1	Training for Bridge Management to avoid unconscious bias recruitment.	Local Code of Corporate Governance 2018/2019 (Principle A: Integrity & Ethics).	Carried forward from 2019/2020. In progress.	Bridge Manager	31/12/2020	17/09/2020	Course was delivered online "Skills to Mitigate Bias and Inclusive Recruitment" by Equate Scotland.
2	Update Data Protection procedures to ensure continued compliance with GDPR: Develop Records Management Plan.	Local Code of Corporate Governance 2018/2019 (Principle A: Integrity & Ethics and F: Managing Risks & Performance).	Carried forward from 2019/2020. In progress.	Bridge Manager	31/12/2020		Meeting to review current GDPR procedures with DCC Compliance Officer was cancelled in March 2020 due to Covid. This will be rearranged. Existing policy "Guidance on Information Record Management to be reviewed at compliance meeting. Ongoing to ensure continuing compliance. Carried forward with new target date by December 2021. *
3	Review the Board's website in terms of its quality in delivering information to bridge users and implement improvements.	Local Code of Corporate Governance 2018/2019 (Principle B: Openness and E: Developing the Entity).	Carried forward from 2019/2020. In progress.	Bridge Manager	31/12/2020		In progress. New website has been developed following consultation with service users. Test or Draft website has been shared with TRBJB members. To be rolled out after comments received and acted upon. Carried forward with new target date by December 2021. *
4	Update Bridge Byelaws.	Local Code of Corporate Governance 2019/2020 (Principle A: Integrity & Ethics) & Internal Audit Report (2019/2) Compliance with Legislation.	Carried forward from 2019/2020. In progress.	Clerk / Bridge Manager	31/12/2020		In progress. The Byelaws must be made available in hard copy to the public. This is challenging given Covid-19 restrictions and lockdown. To be made available as soon as Scottish Government reduce restrictions on movement and access to public buildings. Carried forward with new target date by December 2021. *

5	Revise Whistle-Blowing Policy.	Whistle-Blowing Policy (Report 12-2016 at June 2016 Board meeting).	Carried forward from 2019/2020. In progress.	Bridge Manager	31/12/2020		Bridge Manager to liaise with DCC HR and take to Board meeting in 2021. Carried forward with new target date by December 2021. *
6	Hold monthly Management Meetings instead of quarterly to improve control given number of capital and inspection surveys due from 2020.	Local Code of Corporate Governance 2019/2020 (Principle D: Achieving Intended Outcomes).	New for 2020/2021.	Bridge Manager	31/12/2020		In progress. Current IT equipment does not support MS Teams or other video sharing platforms. An IT bid was made on 28 September 2020 to secure appropriate hardware to allow access for staff. Pressures on IT hardware are unprecedented and this will be delivered when resources allow. Carried forward with new target date by December 2021. *
7	Review structure and shift patterns of Operations team to improve staff welfare and service to users.	Local Code of Corporate Governance 2019/2020 (Principle E: Developing the Entity).	New for 2020/2021.	Bridge Manager	31/03/2021		In progress. Union consultation ongoing. Staff Consultation issued 13 January 2021. Carried forward with new target Implementation date of 31 December 2021. *
8	Bridge manager development and performance review to be re-established.	Local Code of Corporate Governance 2019/2020 (Principle E: Developing the Entity).	New for 2020/2021.	Engineer	31/03/2021		To be implemented 2021 after key appointment of Deputy Manager in March 2021. Carried forward with new target date by December 2021. *
9	Introduce procedure that allows DCC procurement to approve / challenge bridge officer decisions to waiver tender procedures in order to provide a third party check and balance.	Local Code of Corporate Governance 2019/2020 (Principle F: Managing Risks & Performance).	New for 2020/2021.	Treasurer	31/12/2020	26/03/2021	New Tender Procedure Waiver form was finalised and approved. Implementation date was 26 March 2021.
10	Develop checklist to assist in collation and recording of all evidence required to demonstrate compliance with CDM 2015 Regulations.	Internal Audit Report 2020/03 Management of Health & Safety.	New for 2020/2021.	Bridge Manager	31/12/2020		No projects planned, so delayed due to competing priorities. New checklist is at draft stage. Carried forward with new target date by December 2021. *

11	Ensure that a formal programme of reporting of data protection issues to the Joint Board.	Internal Audit Report 2020/05 Data Protection.	New for 2020/2021.	Clerk / Bridge Manager	31/12/2020		Bridge manager will liaise with Committee Clerk. Carried forward with new target date by December 2021. *
12	Transport and Works Manager and Administration Officer to attend training course on Recruitment and Interviewing to enable the Board to recruit more effectively at all levels.	Annual Governance Self-Assessment Checklist.	New for 2020/2021.	Bridge Manager	31/03/2021		This training must also be given to the new Deputy Manager appointed March 2021. Carried forward with new target date by December 2021. *
13	Review the Board's response to the Covid 19 crisis.		New for 2020/2021.	Bridge Manager	31/03/2021		Ongoing. Risk assessments in place. Bridge Manager reviews latest government guidance online and looks out for changes to Scottish Government advice. Carried forward with new target date by December 2021. *

\* Carried forward items have been included in Table 2 with new target completion dates.





## ANNUAL GOVERNANCE STATEMENT

TABLE 2 - IMPROVEMENT AGENDA FOR 2021/2022

	Improvement	Source	Source Date	Responsible Officer	Target Completion Date	Details
1	Update Data Protection procedures to ensure continued compliance with GDPR: Develop Records Management Plan.	Local Code of Corporate Governance 2018/2019 (Principle A: Integrity & Ethics and F: Managing Risks & Performance).	Carried forward from 2019/2020. In progress.	Bridge Manager	31/12/2021	Carried forward from 2020/2021. In progress.
2	Review the Board's website in terms of its quality in delivering information to bridge users and implement improvements.	Local Code of Corporate Governance 2018/2019 (Principle B: Openness and E: Developing the Entity).	Carried forward from 2019/2020. In progress.	Bridge Manager	31/12/2021	Carried forward from 2020/2021. In progress.
3	Update Bridge Byelaws.	Local Code of Corporate Governance 2019/2020 (Principle A: Integrity & Ethics) & Internal Audit Report (2019/2) Compliance with Legislation.	Carried forward from 2019/2020. In progress.	Clerk / Bridge Manager	31/12/2021	Carried forward from 2020/2021. In progress.
4	Revise Whistle-Blowing Policy.	Whistle-Blowing Policy (Report 12-2016 at June 2016 Board meeting).	Carried forward from 2019/2020. In progress.	Bridge Manager	31/12/2021	Carried forward from 2020/2021. In progress.

5	Hold monthly Management Meetings instead of quarterly to improve control given number of capital and inspection surveys due from 2020.	Local Code of Corporate Governance 2019/2020 (Principle D: Achieving Intended Outcomes).	Carried forward from 2020/2021.	Bridge Manager	31/12/2021	Carried forward from 2020/2021. In progress.
6	Review structure and shift patterns of Operations team to improve staff welfare and service to users.	Local Code of Corporate Governance 2019/2020 (Principle E: Developing the Entity).	Carried forward from 2020/2021.	Bridge Manager	31/12/2021	Carried forward from 2020/2021. In progress.
7	Bridge manager development and performance review to be re-established.	Local Code of Corporate Governance 2019/2020 (Principle E: Developing the Entity).	Carried forward from 2020/2021.	Engineer	31/12/2021	Carried forward from 2020/2021. In progress.
8	Develop checklist to assist in collation and recording of all evidence required to demonstrate compliance with CDM 2015 Regulations.	Internal Audit Report 2020/03 Management of Health & Safety.	Carried forward from 2020/2021.	Bridge Manager	31/12/2021	Carried forward from 2020/2021. In progress.
9	Ensure that a formal programme of reporting of data protection issues to the Joint Board.	Internal Audit Report 2020/05 Data Protection.	Carried forward from 2020/2021.	Clerk / Bridge Manager	31/12/2021	Carried forward from 2020/2021. In progress.
10	Transport and Works Manager and Administration Officer to attend training course on Recruitment and Interviewing to enable the Board to recruit more effectively at all levels.	Annual Governance Self-Assessment Checklist.	Carried forward from 2020/2021.	Bridge Manager	31/12/2021	Carried forward from 2020/2021. In progress.
11	Review the Board's response to the Covid 19 crisis.		Carried forward from 2020/2021.	Bridge Manager	31/12/2021	Carried forward from 2020/2021. In progress.
12	Develop a TRB Team Charter to help convey core service values/ standards to managers and employees.	Local Code of Corporate Governance 2020/2021 (Principle A: Integrity & Ethics & B: Openness).	New for 2021/2022.	Bridge Manager	31/03/2022	Source: Local Code of Corporate Governance checklist.

13	Revise Communications Policy.	Local Code of Corporate Governance 2020/2021 (Principle B: Openness).	New for 2021/2022.	Bridge Manager	31/03/2022	Source: Local Code of Corporate Governance checklist.
14	Establish a formal business case process for all major capital projects.	Internal Audit Report 2021/03 Capital Projects.	New for 2021/2022.	Bridge Manager	31/03/2022	Source: Internal Audit Report 2021/03 Capital Projects.



## TAY ROAD BRIDGE JOINT BOARD ANNUAL REMUNERATION REPORT

### INTRODUCTION

The Board is required to prepare and publish within its Annual Accounts an annual Remuneration Report under the Local Authority Accounts (Scotland) Amendment Regulations 2014. The report sets out the remuneration of the Chair and Vice-Chair and Senior Employees of the Board and accrued pension benefits of the Senior Employees of the Board. The report also provides information on the number of Board employees (including Senior Employees) whose total actual remuneration was £50,000 or more, this information being disclosed in salary bandings of £5,000 above £50,000. The following report has been prepared in accordance with the aforementioned Regulations and also in accordance with other relevant guidance.

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

### REMUNERATION ARRANGEMENTS

#### Senior Board Members

The remuneration of Councillors is regulated by the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2020 (SSI No. 2020/26). The Regulations set out the remuneration payable to Councillors with the responsibility of a Chair or Vice-Chair of a Joint Board. The Regulations require the remuneration to be paid by the Council of which the Chair or Vice-Chair is a member. The Board has an arrangement with each Council which remunerates the Chair and Vice-Chair, to reimburse the Council for the additional costs of that councillor arising from them being a Chair or Vice-Chair of the Board. The disclosures made in this report are limited to the amounts paid to the Council by the Board for remuneration and do not reflect the full value of the remuneration that may be paid to the councillor. The remuneration details for the Chair and Vice-Chair of Tay Road Bridge Joint Board are set out in Table 1.

#### Senior Employees

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

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

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

The Board has determined that one employee met the criteria for designation as a Senior Employee in 2020/2021, with the employee falling into category (i) above. The remuneration details for the Senior Employees of the Board are set out in Table 2.

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

Remuneration Bands	No of Employees 2020/2021	No of Employees 2019/2020
£55,000 - £59,999	1	1
<b>Total</b>	<b>1</b>	<b>1</b>

## TAY ROAD BRIDGE JOINT BOARD ANNUAL REMUNERATION REPORT

### EXIT PACKAGES

There were no exit packages agreed during 2020/2021 (2019/2020: None).

### ACCRUED PENSION BENEFITS

Pension benefits for Local Government Employees are provided through the Local Government Pension Scheme (LGPS). A new Local Government Pension Scheme (Scotland) came into effect on 1 April 2015 based on career average related earnings (CARE Scheme).

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality between the cost and benefits of scheme membership. Prior to 2009, contribution rates were set at 6% for all non-manual employees. The members' contribution rates for 2020/2021 remain at the 2009/2010 rates although the pay bandings have been adjusted. The tiers and contribution rates are as follows:

Whole Time Pay	Contribution Rate 2020/2021	Whole Time Pay	Contribution Rate 2019/2020
On earnings up to and including £22,200	5.50%	up to and including £21,800	5.50%
On earnings above £22,200 and up to £27,100	7.25%	above £21,800 and up to £26,700	7.25%
On earnings above £27,100 and up to £37,200	8.50%	above £26,700 and up to £36,600	8.50%
On earnings above £37,200 and up to £49,600	9.50%	above £36,600 and up to £48,800	9.50%
On earnings above £49,600	12%	above £48,800	12%

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

There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004. The accrual rate guarantees a pension based on 1/49th of average pensionable salary and years of pensionable service. Prior to 2015 the accrual rate guaranteed a pension based on 1/60<sup>th</sup> of final pensionable salary and years of pensionable service. Prior to 2009 the accrual rate guaranteed a pension based on 1/80<sup>th</sup> and a lump sum based on 3/80<sup>th</sup> of final pensionable salary and years of pensionable service.

### Senior Employees

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

### Assumptions and Contextual Information

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

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

- (i) the figures for pension and lump sum are illustrative only in light of the assumptions set out above and do not necessarily reflect the actual benefits that any individual may receive upon retirement.
- (ii) the accrued benefits figures are reflective of the pension contributions that both the employer and the scheme member have made over a period of time. In 2020/2021, the scheme member contribution rate for Senior Employees of the Board was 8.1% of pensionable pay (2019/2020: 7.9%). In 2020/2021, the employer contribution rate was 17% of pensionable pay for Senior Employees (2019/2020: 17%).

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**Councillor Lynne Short, BA**  
**Chair**  
**Tay Road Bridge Joint Board**  
**13 September 2021**

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**Alan Hutchison, BEng (Hons), MSc, CEng,**  
**FICE, MCIHT. Bridge Manager**  
**Tay Road Bridge Joint Board**  
**13 September 2021**

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

Councillor Name	Responsibility	Salary, Fees & Allowances	Taxable Expenses	Total Remuneration 2020/2021	Total Remuneration 2019/2020
		£	£	£	£
Lynne Short	Chair, Tay Road Bridge Joint Board	2,234	-	2,234	1,640
Jonny Tepp	Vice-Chair, Tay Road Bridge Joint Board	3,342	7	3,349	3,287
<b>Total</b>		<b>5,576</b>	<b>7</b>	<b>5,583</b>	<b>4,927</b>

TABLE 2 – REMUNERATION OF SENIOR EMPLOYEES

Employee Name	Post Title	Salary, Fees & Allowances	Total Remuneration 2020/2021	Total Remuneration 2019/2020
		£	£	£
Alan Hutchison	Bridge Manager	59,343	59,343	57,615
<b>Total</b>		<b>59,343</b>	<b>59,343</b>	<b>57,615</b>

TABLE 3 – SENIOR EMPLOYEES ACCRUED PENSION BENEFITS

Employee Name	Post Title	Pension as at 31 March 2021	Pension Difference from 31 March 2020	Lump Sum as at 31 March 2021	Lump Sum Difference from 31 March 2020	Pension Contribution 2020/2021	Pension Contribution 2019/2020
		£000	£000	£000	£000	£000	£000
Alan Hutchison	Bridge Manager	16	1	9	-	10	10
<b>Total</b>		<b>16</b>	<b>1</b>	<b>9</b>	<b>-</b>	<b>10</b>	<b>10</b>





## TAY ROAD BRIDGE JOINT BOARD

### STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

#### The Board's responsibilities

The Board is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). In this Board, that officer is the Treasurer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003); and
- approve the Audited Annual Accounts.

I confirm that these Annual Accounts were approved for signature by the Joint Board at its meeting on 13 September 2021.

Signed on behalf of Tay Road Bridge Joint Board

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**Councillor Lynne Short, BA**  
**Chair**

**Tay Road Bridge Joint Board**  
**13 September 2021**

#### The Treasurer's responsibilities

The Treasurer is responsible for the preparation of the Board's Annual Accounts in accordance with proper practices as required by legislation and set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code of Practice').

In preparing the Annual Accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with legislation; and
- complied with the Code of Practice (in so far as it is compatible with legislation).

The Treasurer has also:

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

I certify that the Annual Accounts give a true and fair view of the financial position of the Board at the reporting date and the transactions of the Board for the year ended 31 March 2021.

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**Robert Emmott, BSc, CPFA**  
**Treasurer**

**Tay Road Bridge Joint Board**  
**13 September 2021**



## TAY ROAD BRIDGE JOINT BOARD EXPENDITURE AND FUNDING ANALYSIS

The objective of the Expenditure and Funding Analysis is to demonstrate how the funding available to the Board (i.e. government grants) for the year has been used in providing services in comparison with those resources consumed or earned by the Board in accordance with generally accepted accounting practices. The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes between the Board's operational divisions. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

2019/2020			2020/2021			
Net Expenditure Chargeable to General Fund £000	Adjustments between the Funding and Accounting Basis £000	Net Expenditure in the CIES £000		Net Expenditure Chargeable to General Fund £000	Adjustments between the Funding and Accounting Basis £000	Net Expenditure in the CIES £000
			Expenditure			
441	10	451	Administration	455	4	459
492	73	565	Operations	497	58	555
			Plant and Equipment			
200	-	200	Operating Costs	208	-	208
365	44	409	Bridge Maintenance	340	39	379
-	2,254	2,254	Corporate Costs	-	2,037	2,037
1,498	2,381	3,879	Net Cost Of Services	1,500	2,138	3,638
(1,498)	(37)	(1,535)	Other Operating Income & Expenditure	(1,500)	(787)	(2,287)
-	2,344	2,344	(Surplus) or Deficit	-	1,351	1,351
1,161			Opening General Reserve Balance	1,161		
-			Less / Add Surplus or (Deficit) on General Reserve Balance in year	-		
1,161			Closing General Reserve Balance at 31 March	1,161		

# TAY ROAD BRIDGE JOINT BOARD

## EXPENDITURE AND FUNDING ANALYSIS

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### ADJUSTMENTS BETWEEN FUNDING AND ACCOUNTING BASIS

This note provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Reserve to arrive at the amounts in the Comprehensive Income and Expenditure Statement (CIES). The relevant transfers between reserves are explained in the Movement in Reserves Statement.

**2020/2021**

Adjustments from General Reserve to arrive at Comprehensive Income & Expenditure Statement Amounts	Adjustments between Funding & Accounting Basis			
	Adjustments for Capital Purposes	Net Change for the Pensions Adjustment		Total Adjustments
		Other Differences		
<i>Explanatory Notes:</i>	(1)	(2)	(3)	
	£000	£000	£000	£000
Administration	-	4	-	4
Operations	-	58	-	58
Plant & Equipment Operating Costs	-	-	-	-
Bridge Maintenance	-	39	-	39
Corporate Costs	2,037	-	-	2,037
<b>Net Cost of Services</b>	<b>2,037</b>	<b>101</b>	<b>-</b>	<b>2,138</b>
<b>Other Operating Income &amp; Expenditure from the Expenditure &amp; Funding Analysis</b>	<b>(815)</b>	<b>24</b>	<b>4</b>	<b>(787)</b>
<b>Difference between General Reserve Surplus or Deficit and CIES Surplus or Deficit on the Provision of Services</b>	<b>1,222</b>	<b>125</b>	<b>4</b>	<b>1,351</b>

**2019/2020**

Adjustments from General Reserve to arrive at Comprehensive Income & Expenditure Statement Amounts	Adjustments between Funding & Accounting Basis			
	Adjustments for Capital Purposes	Net Change for the Pensions Adjustment		Total Adjustments
		Other Differences		
<i>Explanatory Notes:</i>	(1)	(2)	(3)	
	£000	£000	£000	£000
Administration	-	15	-	15
Operations	-	73	-	73
Plant & Equipment Operating Costs	-	-	-	-
Bridge Maintenance	-	44	-	44
Corporate Costs	2,215	39	-	2,254
<b>Net Cost of Services</b>	<b>2,215</b>	<b>171</b>	<b>-</b>	<b>2,386</b>
<b>Other Operating Income &amp; Expenditure from the Expenditure &amp; Funding Analysis</b>	<b>(67)</b>	<b>20</b>	<b>5</b>	<b>(42)</b>
<b>Difference between General Reserve Surplus or Deficit and CIES Surplus or Deficit on the Provision of Services</b>	<b>2,148</b>	<b>191</b>	<b>5</b>	<b>2,344</b>

# TAY ROAD BRIDGE JOINT BOARD

## EXPENDITURE AND FUNDING ANALYSIS

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*Explanatory Notes:*

- 1) Adjustments for capital purposes - this column adds in depreciation and impairment and revaluation gains and losses in the services line and for:
  - a) Other operating expenditure - adjustments for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets.
  - b) Financing and investment income and expenditure - the statutory charges for capital financing i.e. loan repayments and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices.
  - c) Taxation and non-specific grant income and expenditure - capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non Specific Grant Income and Expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.
- 2) Net change for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income:
  - a) For services this represents the removal of the employer pension contributions made by the Board as allowed by statute and the replacement with current service costs and past service costs.
  - b) For Financing and investment income and expenditure - the net interest on the defined benefit liability is charged to the Comprehensive Income and Expenditure Statement.
- 3) Other differences between amounts debited / credited to the Comprehensive Income and Expenditure Statement and amounts payable /receivable to be recognised under statute:
  - a) For services this represents the inclusion of a charge for short-term accumulating compensating absences, mainly relating to accrued annual leave entitlement. Allocations of insurance costs and impairment allowances on trade debtors have been included.

### EXPENDITURE AND INCOME ANALYSED BY NATURE

The Board's expenditure and income is analysed as follows:

	2019/2020 Net Expenditure / (Income) £000	2020/2021 Net Expenditure / (Income) £000
<b>Expenditure:</b>		
Staff Costs	1,085	1,020
Property Costs	76	84
Supplies & Services	310	342
Transport Costs	32	29
Third Party Payments	122	126
Corporate Costs	2,254	2,037
<b>Total Expenditure</b>	<b>3,879</b>	<b>3,638</b>
<b>Income:</b>		
Fees, Charges & Other Service Income	(7)	(13)
Interest & Investment Income	(15)	11
Government Grants & Contributions	(1,513)	(2,285)
<b>Total Income</b>	<b>(1,535)</b>	<b>(2,287)</b>
<b>(Surplus) or Deficit on Provision of Services</b>	<b>2,344</b>	<b>1,351</b>

## TAY ROAD BRIDGE JOINT BOARD

### COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

The Comprehensive Income and Expenditure Statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices.

2019/2020			2020/2021				
Gross Expenditure	Gross Income	Net Expenditure/ (Income)		Budgeted Net Expenditure (unaudited)	Gross Expenditure	Gross Income	Net Expenditure/ (Income)
£000	£000	£000		£000	£000	£000	£000
			Expenditure				
451	-	451	Administration	462	459	-	459
565	-	565	Operations	573	555	-	555
			Plant & Equipment Operating				
200	-	200	Costs	224	208	-	208
409	-	409	Bridge Maintenance	431	379	-	379
2,254	-	2,254	Corporate Costs	2,037	2,037	-	2,037
3,879	-	3,879	Net Cost Of Services	3,727	3,638	-	3,638
-	(7)	(7)	Other Operating Income & Expenditure (note 6)	(1)	-	(13)	(13)
20	(35)	(15)	Financing and Investment Income and Expenditure (note 7)	15	27	(16)	11
-	(1,513)	(1,513)	Non-Specific Grant Income (note 8)	(2,404)	-	(2,285)	(2,285)
3,899	(1,555)	2,344	Net Deficit on Provision of Services	1,337	3,665	(2,314)	1,351
-	-	-	Net deficit on revaluation of PPE	13	43	(30)	13
-	(36)	(36)	Actuarial (Gains) / Losses on Pension Assets / Liabilities	(458)	2,576	(3,034)	(458)
-	(36)	(36)	Other Comprehensive Income and Expenditure	(445)	2,619	(3,064)	(445)
3,899	(1,591)	2,308	Total Comprehensive Income and Expenditure	892	6,284	(5,378)	906

## TAY ROAD BRIDGE JOINT BOARD MOVEMENT IN RESERVES STATEMENT

The Movement on Reserves Statement shows the movement from the start of the year to the end on the different reserves held by the Board, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure) and 'unusable reserves.' The Statement shows how the movements in year of the Board's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices. The Net Increase / (Decrease) line shows the statutory General Reserve Balance movements in the year following those adjustments.

	<b>Revenue Reserves</b>	<b>Capital Reserves</b>			
	General Fund Balance £000	Capital Grants Unapplied Account £000	<b>Total Usable Reserves £000</b>	Unusable Reserves £000	<b>Total Board Reserves £000</b>
<b>Balance at 31 March 2019</b>	<b>(1,161)</b>	<b>(645)</b>	<b>(1,806)</b>	<b>(66,786)</b>	<b>(68,592)</b>
<b><u>Movement in Reserves during 2019/2020</u></b>					
<b>Total Comprehensive Expenditure and Income</b>	<b>2,344</b>	<b>-</b>	<b>2,344</b>	<b>(36)</b>	<b>2,308</b>
Adjustments between accounting basis & funding basis under regulations (note 5)	(2,344)	645	(1,699)	1,699	-
<b>Net (Increase) / Decrease before Transfers to Earmarked Reserves</b>	<b>-</b>	<b>645</b>	<b>645</b>	<b>1,663</b>	<b>2,308</b>
Transfers to / (from) Earmarked Reserves	-	-	-	-	-
<b>(Increase) / Decrease in 2019/2020</b>	<b>-</b>	<b>645</b>	<b>645</b>	<b>1,663</b>	<b>2,308</b>
<b>Balance at 31 March 2020 carried forward</b>	<b>(1,161)</b>	<b>-</b>	<b>(1,161)</b>	<b>(65,123)</b>	<b>(66,284)</b>
<b>Total Comprehensive Expenditure and Income</b>	<b>1,351</b>	<b>-</b>	<b>1,351</b>	<b>(445)</b>	<b>906</b>
Adjustments between accounting basis & funding basis under regulations (note 5)	(1,351)	-	(1,351)	1,351	-
<b>Net (Increase) / Decrease before Transfers to Earmarked Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>906</b>	<b>906</b>
Transfers to / (from) Earmarked Reserves	-	-	-	-	-
<b>(Increase) / Decrease in Year</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>906</b>	<b>906</b>
<b>Balance at 31 March 2021 carried forward</b>	<b>(1,161)</b>	<b>-</b>	<b>(1,161)</b>	<b>(64,217)</b>	<b>(65,378)</b>

## TAY ROAD BRIDGE JOINT BOARD BALANCE SHEET

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

31 March 2020		Note	31 March 2021
£000			£000
66,089	Property, Plant & Equipment	20	64,853
71	Investment Property	19	68
<b>66,160</b>	<b>Total Long Term Assets</b>		<b>64,921</b>
56	Inventories	22	50
171	Short Term Debtors	23	292
1,333	Cash and Cash Equivalents	13	835
<b>1,560</b>	<b>Total Current Assets</b>		<b>1,177</b>
(472)	Short Term Creditors	24	(92)
<b>(472)</b>	<b>Total Current Liabilities</b>		<b>(92)</b>
(964)	Net Pension Liabilities	15	(628)
<b>(964)</b>	<b>Total Long Term Liabilities</b>		<b>(628)</b>
<b>66,284</b>	<b>Net Assets</b>		<b>65,378</b>
1,161	Usable reserves	9	1,161
65,123	Unusable Reserves	10	64,217
<b>66,284</b>	<b>Total Reserves</b>		<b>65,378</b>

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**Robert Emmott, BSc, CPFA**  
Treasurer  
Tay Road Bridge Joint Board

The unaudited accounts were issued on 14 June 2021 and the audited accounts were authorised for issue on 13 September 2021.



## TAY ROAD BRIDGE JOINT BOARD CASH FLOW STATEMENT

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

2019/2020		2020/2021
£000		£000
2,344	Net deficit on the provision of services	1,351
259	Adjust net surplus or deficit on the provision of services for non cash movements	(2,265)
175	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	883
<b>2,778</b>	<b>Net cash flows from Operating Activities</b>	<b>(31)</b>
327	Investing Activities (note 11)	556
(32)	Financing Activities (note 12)	(27)
<b>3,073</b>	<b>Net (Increase) in cash and cash equivalents</b>	<b>498</b>
4,406	Cash and cash equivalents at the beginning of the reporting period	1,333
<b>1,333</b>	<b>Cash and cash equivalents at the end of the reporting period (note 13)</b>	<b>835</b>



## **1 ACCOUNTING POLICIES**

### **A General Principles**

The Annual Accounts summarise the Board's transactions for the 2020/2021 financial year and its position at the year-end of 31 March 2021. The Board is required to prepare Annual Accounts by the Local Authority Accounts (Scotland) Regulations 2014. Section 12 of the Local Government in Scotland Act 2003 requires that they be prepared in accordance with proper accounting practices. These practices under Section 21 of the 2003 Act primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2020/2021 and the Service Reporting Code of Practice 2020/2021, and International Financial Reporting Standards (IFRS) and statutory guidance issued under Section 12 of the 2003 Act. The accounting convention adopted in the Annual Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets.

### **B Accruals of Income and Expenditure**

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

- Revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including those rendered by the Board's employees) are recorded as expenditure when the services are received, rather than when payments are made.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

### **C Cash and Cash Equivalents**

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

### **D Changes in Accounting Policies and Estimates and Prior Period Errors**

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

### **E Charges to Revenue for Non-Current Assets**

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

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

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

## **F Employee Benefits**

### Benefits Payable During Employment

Short-term employee benefits (those that fall due wholly within 12 months of the year-end), such as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees, are recognised as an expense in the year in which employees render service to the Board. An accrual is made for the cost of holiday entitlements earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the remuneration rates applicable in the following financial year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday entitlements are charged to revenue in the financial year in which the holiday absence occurs.

### Termination Benefits

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

### Post Employment Benefits

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

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

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

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

- Service cost comprising:
  - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to relevant operating areas;

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

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

#### *Discretionary Benefits*

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

### **G Events After the Reporting Period**

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

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

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

## **H Government Grants and Contributions**

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

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

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

## **I Heritage Assets**

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

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

### Heritage Assets Not Recognised in the Balance Sheet

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

## **J Inventories and Long Term Contracts**

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is assigned using the First-in-First-out (FIFO) costing formula. Long-term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the consideration allocated to the performance obligations satisfied based on the goods or services transferred to the service recipient during the financial year.

## **K Investment Properties**

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale. Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. As a non-financial asset, investment properties are measured at highest and best use. Properties are not depreciated but are re-valued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal. Rentals received in relation to investment properties are credited to the Financing and Investment Income and Expenditure line and result in a gain for the General Reserve Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the Balance. The gains and losses are therefore reversed out of the General Reserve Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

## **L Leases**

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

The Board currently has no assets acquired under finance leases or leased to third parties on finance lease. The Board currently has no assets acquired under operating leases. Accounting policies for operating leases where the Board is a lessor are set out below.

### The Board as Lessor

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

## **M Property, Plant and Equipment**

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

### Recognition

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

### Measurement

Assets are initially measured at cost, comprising:

- the purchase price; and

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

The Board does not capitalise borrowing costs incurred whilst assets are under construction.

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

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

Where there is no market-based evidence of current value because of the specialist nature of an asset, depreciated replacement cost is used as an estimate of current value. Assets included in the Balance Sheet at current value are re-valued sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains would be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a revaluation or impairment loss previously charged to a service. Where decreases in value are identified, the revaluation loss is accounted for by:

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

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

#### Impairment

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

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

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

#### Assets Held for Sale / Disposals

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



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

#### Depreciation

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

Depreciation is calculated on the following bases:

- buildings – straight-line allocation over the useful life of the property as estimated by the valuer.
- vehicles, plant and equipment – straight line allocation over between 3 and 30 years.
- infrastructure – straight-line allocation up to 120 years.

Depreciable assets are not depreciated in the year of purchase, but are depreciated in the year of disposal.

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

### **N Reserves**

Reserves are created by transferring amounts out of the General Reserve in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate expenditure line in that year to count against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then transferred back into the General Reserve Balance in the Movement in Reserves Statement so that there is no net charge against grant receipts for the expenditure. Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and these reserves do not represent usable resources for the Board. Further information on the Board's reserves is contained in notes 9 and 10.

### **O VAT**

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

### **P FAIR VALUE MEASUREMENT**

The Board measures some of its non-financial assets as investment properties at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- a) in the principal market for the asset or liability; or
- b) in the absence of a principal market, in the most advantageous market for the asset or liability.

The Board measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest. When measuring the fair value of a non-financial asset, the Board takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling to another market participant that would use the asset in its highest and best use.

The Board uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs. Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the Board's financial statements are categorised within the fair value hierarchy as follows:

- Level 1 - quoted prices (unadjusted) in active markets for identical assets or liabilities that the Board can access at the measurement date;
- Level 2 - inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly; or
- Level 3 - unobservable inputs for the asset or liability.

The Board's investment properties are measured using the income approach, by means of a discounted cash flow method, where the expected cash flows from the properties are discounted (using a market derived discount rate) to establish the present value of the net income stream. The approach has been developed using the Board's own data requiring it to factor in assumptions such as the duration and timing of cash inflows and outflows, rent growth, occupancy levels, bad debt levels, maintenance costs, etc.

The Board's investment properties are therefore categorised as Level 3 in the fair value hierarchy as the measurement technique uses significant unobservable inputs to determine the fair value measurements (and there is no reasonably available information that indicates that market participants would use different assumptions).

## **2 ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED**

The deferral of implementation of IFRS 16 Leases to the 2022/2023 Code of Practice has meant that the 2021/2022 Code has not yet completed its full due process. There are no other relevant accounting standards that have been issued but that are not yet adopted in the 2021/2022 Code of Practice.

## **3 CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES**

In applying the accounting policies set out in Note 1, the Board has had to make certain judgements about future events. The key judgement made in the Annual Accounts relates to the high degree of uncertainty about future levels of funding for public bodies, especially in light of the financial impact of the Covid 19 pandemic. The Board has determined that this uncertainty is not sufficient to provide an indication that the assets of the Board might be impaired as a result of a need to reduce levels of service provision or affect the underlying assumption of the Board's Going Concern basis.

## **4 ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION**

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

The items in the Board's Balance Sheet at 31 March 2021 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

<b>Item</b>	<b>Uncertainties</b>	<b>Effect if Actual Results Differ from Assumptions</b>
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Board will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for property, plant and equipment would increase by £79,887 for every year that useful lives had to be reduced.
Pension Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Board with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £184,000. However, the assumptions interact in complex ways. During 2020/2021, the Board's actuaries advised that the net pensions assets had increased by £3,034,000 as a result of an increase in the return on assets less interest and net pension liabilities had also increased by £2,576,000 attributable to updating of the assumptions.

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

## 5 MOVEMENT IN RESERVES STATEMENT - ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

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

	<u>Revenue Reserve</u>	<u>Capital Reserve</u>	<u>Capital Reserve</u>	<u>Capital Reserve</u>	<u>Movement in Unusable Reserves</u>	<u>Total 2020/2021</u>
	<u>General Fund Balance</u>	<u>Capital Receipts Reserve</u>	<u>Grants Unapplied Account</u>	<u>Unusable Reserves</u>	<u>2020/2021</u>	<u>£000</u>
2020/2021	£000	£000	£000	£000	£000	£000
<b>Adjustments involving the Capital Adjustment Account:</b>						
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>						
Charges for depreciation and impairment of non current assets	(2,056)	-	-	2,056	-	-
Revaluation Gains on Property, Plant & Equipment	19	-	-	(19)	-	-
Movements in the fair value of Investment Properties	(3)	-	-	3	-	-
Capital grants and contributions that have been applied to capital financing	815	-	-	(815)	-	-
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>						
Capital expenditure charged against the General Reserve	-	-	-	-	-	-
<b>Adjustments involving the Capital Receipts Reserve:</b>						
Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	-	-	-	-	-	-
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	-	-	-	-
<b>Adjustments involving the Capital Grants Unapplied Account:</b>						
Reversal of unapplied capital grant and contributions credited to the Comprehensive Income and Expenditure Statement	-	-	-	-	-	-
<b>Adjustments involving the Pensions Reserve:</b>						
Reversal of items relating to post employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement (see note 15)	(253)	-	-	253	-	-
Employer's pensions contributions and direct payments to pensioners payable in the year	131	-	-	(131)	-	-
<b>Adjustment involving the Accumulating Compensated Absences Adjustment Account:</b>						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(4)	-	-	4	-	-
<b>Total Adjustments</b>	<b>(1,351)</b>	<b>-</b>	<b>-</b>	<b>1,351</b>	<b>-</b>	<b>-</b>

	<u>Revenue Reserve</u>	<u>Capital Reserve</u>	<u>Capital Reserve</u>		
	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied Account	Movement in Unusable Reserves	Total
2019/2020	£000	£000	£000	£000	2019/2020 £000
<b>Adjustments involving the Capital Adjustment Account:</b>					
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>					
Charges for depreciation and impairment of non current assets	(2,215)	-	-	2,215	-
Movements in the fair value of Investment Properties	-	-	-	-	-
Capital grants and contributions that have been applied to capital financing	4	-	-	(4)	-
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>					
Capital expenditure charged against the General Reserve	57	-	-	(57)	-
<b>Adjustments involving the Capital Receipts Reserve:</b>					
Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	6	(6)	-	-	-
Use of the Capital Receipts Reserve to finance new capital expenditure	-	6	-	(6)	-
<b>Adjustments involving the Capital Grants Unapplied Account:</b>					
Reversal of unapplied capital grant and contributions credited to the Comprehensive Income and Expenditure Statement	-	-	645	(645)	-
<b>Adjustments involving the Pensions Reserve:</b>					
Reversal of items relating to post employment benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement (see note 15)	(325)	-	-	325	-
Employer's pensions contributions and direct payments to pensioners payable in the year	134	-	-	(134)	-
<b>Adjustment involving the Accumulating Compensated Absences Adjustment Account</b>					
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(5)	-	-	5	-
<b>Total Adjustments</b>	<b>(2,344)</b>	<b>-</b>	<b>645</b>	<b>1,699</b>	<b>-</b>

# TAY ROAD BRIDGE JOINT BOARD

## NOTES TO THE FINANCIAL STATEMENTS

### 6 COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT - OTHER OPERATING INCOME AND EXPENDITURE

2019/2020		2020/2021
£000		£000
(1)	Miscellaneous Income	(13)
(6)	(Gains) / Losses on the disposal of non current assets	-
(7)	<b>Total</b>	<b>(13)</b>

### 7 COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT - FINANCING AND INVESTMENT INCOME AND EXPENDITURE

2019/2020		2020/2021
£000		£000
20	Net interest on the defined benefit liability (asset)	24
(27)	Interest receivable and similar income	(6)
-	Changes in the fair value of investment properties	3
(8)	Net Income & Expenditure on investment properties	(10)
(15)	<b>Total</b>	<b>11</b>

### 8 COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT - NON SPECIFIC GRANT INCOME

2019/2020		2020/2021
£000		£000
(1,509)	Non-ring fenced government grants	(1,470)
(188)	Capital grants and contributions	(815)
184	Repayment of Capital grants and contributions	-
(1,513)	<b>Total</b>	<b>(2,285)</b>

### 9 BALANCE SHEET - USABLE RESERVES

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement and note 5.

### 10 BALANCE SHEET - UNUSABLE RESERVES

31 March 2020		31 March 2021
£000		£000
762	Revaluation Reserve	749
65,330	Capital Adjustment Account	64,105
(964)	Pensions Reserve	(628)
(5)	Accumulating Compensated Absences Adjustment Account	(9)
65,123	<b>Total Unusable Reserves</b>	<b>64,217</b>

#### Revaluation Reserve

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

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

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

# TAY ROAD BRIDGE JOINT BOARD

## NOTES TO THE FINANCIAL STATEMENTS

2019/2020		2020/2021
£000		£000
<b>762</b>	<b>Balance at 1 April</b>	<b>762</b>
-	Upward Revaluation of assets	30
-	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(43)
-	Accumulated gains on assets sold or scrapped	-
-	Amount written off to the Capital Adjustment Account	-
<b>762</b>	<b>Balance at 31 March</b>	<b>749</b>

### Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation and impairment losses are charged to the Comprehensive Income and Expenditure Statement. The Account is credited with the amounts set aside by the Board as finance for the costs of acquisition, construction and enhancement. The Account contains accumulated gains and losses on Investment Properties that have yet to be consumed by the Board. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains. Note 5 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2019/2020		2020/2021
£000		£000
<b>66,833</b>	<b>Balance at 1 April</b>	<b>65,330</b>
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
(2,215)	• Charges for depreciation and impairment of non current assets	(2,056)
-	• Revaluation losses on Property, Plant & Equipment	19
<b>(2,215)</b>	<b>Net written out amount of the cost of non current assets consumed in the year</b>	<b>(2,037)</b>
	Capital financing applied in the year:	
6	• Use of the Capital Receipts Reserve to finance new capital expenditure	-
649	• Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	815
57	• Capital expenditure charged against the General Reserve	-
<b>712</b>	<b>Total Capital Financing Applied during the year</b>	<b>815</b>
-	Movements in the market value of Investment Properties debited or credited to the CIES	(3)
<b>65,330</b>	<b>Balance at 31 March</b>	<b>64,105</b>

## TAY ROAD BRIDGE JOINT BOARD NOTES TO THE FINANCIAL STATEMENTS

### Pensions Reserve

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

2019/2020		2020/2021
£000		£000
(809)	<b>Balance at 1 April</b>	(964)
-	Actuarial gains or (losses) on pensions assets and liabilities	(268)
36	Re-measurements of the net defined benefit liability / (asset)	726
(325)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(253)
134	Employer's pensions contributions and direct payments to pensioners payable in the year	131
(964)	<b>Balance at 31 March</b>	(628)

### Accumulating Compensated Absences Adjustment Account

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

2019/2020		2020/2021
£000		£000
-	<b>Balance at 1 April</b>	(5)
-	Settlement or cancellation of accrual made at the end of the preceding year	-
(5)	Amounts accrued at the end of the current year	(4)
(5)	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(4)
(5)	<b>Balance at 31 March</b>	(9)

## 11 CASH FLOW STATEMENT - INVESTING ACTIVITIES

2019/2020		2020/2021
£000		£000
527	Purchase of property, plant and equipment, investment property and intangible assets	1,051
(12)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	-
(188)	Other receipts from investing activities	(495)
327	<b>Net cash flows from investing activities</b>	556



# TAY ROAD BRIDGE JOINT BOARD

## NOTES TO THE FINANCIAL STATEMENTS

### 12 CASH FLOW STATEMENT - FINANCING ACTIVITIES

2019/2020		2020/2021
£000		£000
(32)	Other receipts from financing activities	(27)
(32)	<b>Net cash flows from financing activities</b>	(27)

### 13 CASH FLOW STATEMENT - CASH AND CASH EQUIVALENTS

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

31 March 2020		31 March 2021
£000		£000
1,333	Bank current account	835
1,333	<b>Total cash and cash equivalents</b>	835

### 14 EXTERNAL AUDIT COSTS

The Board has incurred the following costs in relation to the audit of the Annual Accounts provided by the Board's external auditors:

	2019/2020	2020/2021
	£000	£000
Fees payable to Audit Scotland with regard to external audit services carried out by the appointed auditor for the year	13	13
<b>Total</b>	<b>13</b>	<b>13</b>

## TAY ROAD BRIDGE JOINT BOARD NOTES TO THE FINANCIAL STATEMENTS

### 15 DEFINED BENEFIT PENSION SCHEMES

#### Participation in pension schemes

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

The Board participates in two post employment schemes:

- The Local Government Pension Scheme (Tayside Pension Fund), which is administered locally by Dundee City Council and is a funded defined benefit final salary scheme, meaning that the Board and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets. The Scheme currently provides benefits based on career average revalued salary and length of service on retirement.
- The Board also has liabilities for any discretionary pension payments outside the main scheme. These benefits are an unfunded defined benefit final arrangement, under which liabilities are recognised when awards are made. There are no investment assets built up to meet the pension liabilities for discretionary awards, and cash has to be generated to meet actual pensions payments as they eventually fall due.

The Tayside Pension Fund is operated under the regulatory framework for the Local Government Pension Scheme (Scotland) regulations 2008 and the governance of the scheme is the responsibility of the Pensions Investment Sub-Committee of the Policy and Resources Committee of Dundee City Council. Policy is determined in accordance with the Pension Fund Regulations. The investment managers of the fund are appointed by the Sub-Committee.

The principal risks to the Board of the scheme are the life expectancy assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large-scale withdrawals of members from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge the Cost of Services the amounts required by statute as described in the accounting policies note (please refer to Note 1 item F for further details).

# TAY ROAD BRIDGE JOINT BOARD

## NOTES TO THE FINANCIAL STATEMENTS

### Transactions relating to post employment benefits

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

	<b>Local Government Pension Scheme</b>	
	<b>2019/2020</b>	<b>2020/2021</b>
	<b>£000</b>	<b>£000</b>
<b>Comprehensive Income and Expenditure Statement:</b>		
<i>Cost of Services:</i>		
• current service cost	266	229
• past service cost	39	-
• curtailment	-	-
<i>Financing and Investment Income and Expenditure</i>		
• net interest on the defined liability (asset)	17	21
• administration expenses	3	3
<b>Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services</b>	<b>325</b>	<b>253</b>
<i>Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>		
Re-measurement of the net defined benefit liability comprising:		
• Return on plan assets (excluding amount included in the net interest expense)	727	(2,593)
• Other actuarial (gains) / losses on assets	-	268
• Actuarial gains and losses arising on changes in demographic assumptions	-	(310)
• Actuarial gains and losses arising on changes in financial assumptions	(763)	2,308
• Other (if applicable)	-	(131)
<b>Total Re-measurements</b>	<b>(36)</b>	<b>(458)</b>
<b>Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</b>	<b>289</b>	<b>(205)</b>
<b>Movement in Reserves Statement:</b>		
• reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	(325)	(253)
<i>Actual amount charged against the General Fund Balance for pensions in the year:</i>		
• employers' contributions payable to scheme	134	131

# TAY ROAD BRIDGE JOINT BOARD

## NOTES TO THE FINANCIAL STATEMENTS

### Pension assets and liabilities recognised in the Balance Sheet

#### Local Government Pension Scheme

	2018/2019 £000	2019/2020 £000	2020/2021 £000
Net pension liabilities as at March:			
Present value of funded obligation	9,836	9,314	11,216
Fair value of scheme assets	(9,381)	(8,673)	(10,944)
<b>Net liability</b>	<b>455</b>	<b>641</b>	<b>272</b>
Present value of unfunded obligation	354	323	356
<b>Net liability arising from defined benefit obligation</b>	<b>809</b>	<b>964</b>	<b>628</b>

### Assets and liabilities in relation to post employment benefits

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

#### Funded liabilities: Local Government Pension Scheme

	2019/2020 £000	2020/2021 £000
Opening balance at 1 April	10,190	9,637
Current service cost	266	229
Interest cost	240	222
Contributions by scheme participants	44	43
<i>Re-measurement (gains) and losses:</i>		
○ change in financial assumptions	(763)	2,308
○ change in demographic assumptions	-	(310)
Experience gain on defined benefit obligation	-	(131)
Benefits paid	(379)	(426)
Past service costs, including curtailments	39	-
<b>Closing balance at 31 March</b>	<b>9,637</b>	<b>11,572</b>

### Reconciliation of fair value of the scheme assets:

#### Local Government Pension Scheme

	2019/2020 £000	2020/2021 £000
Opening balance at 1 April	9,381	8,673
Interest income on assets	223	201
Re-measurement gain: return on assets less interest	(727)	2,593
Actuarial gains and (losses)	-	(268)
Administration expenses	(3)	(3)
Employer contributions	134	131
Contributions by scheme participants	44	43
Benefits paid	(379)	(426)
<b>Closing balance at 31 March</b>	<b>8,673</b>	<b>10,944</b>

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

The actual return on scheme assets in the year was £2,794,000 ( 2019/2020: Loss of £504,000).

## TAY ROAD BRIDGE JOINT BOARD NOTES TO THE FINANCIAL STATEMENTS

The liabilities show the underlying commitments that the Board has in the long run to pay post employment (retirement) benefits. The total liability of £0.628m is reflected in the Board's Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Board remains healthy. The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees (i.e., before payments fall due), as assessed by the scheme actuary.

### Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The Tayside Pension Fund has been assessed by Barnett Waddingham, an independent firm of actuaries, being based on the latest full valuation of the scheme as at 31 March 2020.

The principal assumptions used by the actuary have been:

	<b>Local Government Pension Scheme</b>	
	<b>2019/2020</b>	<b>2020/2021</b>
Long-term expected rate of return on assets in the scheme:		
Mortality assumptions:		
Longevity at 65 for current pensioners (years):		
Men	19.7	18.9
Women	21.7	22.2
Longevity at 65 for future pensioners (years):		
Men	21.4	20.2
Women	23.5	23.8
Rate of inflation (RPI)	2.80%	2.90%
Rate of inflation (CPI)	1.90%	2.45%
Rate of increase in salaries	2.90%	3.90%
Rate of increase in pensions	1.90%	2.90%
Rate of discounting scheme liabilities	2.35%	1.95%

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

Impact on the defined benefit obligation in the Scheme:

	<b>Local Government Pension Scheme</b>		
	<b>£000</b>	<b>£000</b>	<b>£000</b>
	<b>+0.1%</b>	<b>0%</b>	<b>-0.1%</b>
Adjustment to discount rate:			
o Present value of total obligation	11,388	11,572	11,759
o Projected service cost	295	303	311
Adjustment to long term salary increase:			
o Present value of total obligation	11,598	11,572	11,546
o Projected service cost	303	303	303
Adjustment to pension increases and deferred re-valuation:			
o Present value of total obligation	11,731	11,572	11,416
o Projected service cost	311	303	295
Adjustment to mortality age rating assumption:	<b>+ 1 year</b>	<b>None</b>	<b>- 1 year</b>
o Present value of total obligation	12,266	11,572	10,921
o Projected service cost	318	303	288

## TAY ROAD BRIDGE JOINT BOARD NOTES TO THE FINANCIAL STATEMENTS

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

	31 March 2020	31 March 2020	31 March 2021	31 March 2021
	£000	%	£000	%
Equity investments	5,735	66	7,836	72
Gilts	120	1	433	4
Other Bonds	1,532	18	1,428	13
Property	1,067	12	1,000	9
Cash and alternatives	219	3	247	2
<b>Total</b>	<b>8,673</b>	<b>100</b>	<b>10,944</b>	<b>100</b>

### Impact on the Board's cash flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The Tayside Pension Fund has agreed a strategy with the scheme's actuary to achieve a funding level of 100%. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed as at 31 March 2023.

The Board anticipated to pay £115,000 expected contributions to the scheme in 2021/2022. The weighted average duration of the defined benefit obligation for scheme members is 16 years (2019/2020: 17 years).

### 16 EVENTS AFTER THE BALANCE SHEET DATE

There were no events that occurred between 1 April 2021 and 13 September 2021 that required adjustment to the 2020/2021 financial statements. The latter date is the date on which the audited accounts were authorised for issue by the Treasurer.

### 17 RELATED PARTIES

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

#### Central Government

Central government has effective control over the general operations of the Board. It is responsible for providing the statutory framework within which the Board operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Board has with other parties. There are £287,000 of grant receipts outstanding at 31 March 2021 (2019/2020: none) (see note 23).

#### Other Local Authorities

Angus, Dundee City and Fife Councils are considered to be related parties of the Board. During 2020/2021, the Board entered into a number of transactions with Dundee City Council and Fife Council, as detailed below:

2019/2020			2020/2021	
Income	Expenditure		Income	Expenditure
£000	£000		£000	£000
(27)	-	<b>Dundee City Council:</b>	(6)	-
-	83	Interest Receivable	-	84
-	8	Central Support Services	-	5
-	71	Grounds Maintenance	-	70
-	103	Professional Fees	-	-
-	46	Capital Works	-	42
		Miscellaneous		
<b>(27)</b>	<b>311</b>	<b>Total Dundee City Council</b>	<b>(6)</b>	<b>201</b>
		<b>Fife Council:</b>		
-	-	Grounds Maintenance	-	-
-	5	Miscellaneous	-	5
<b>-</b>	<b>5</b>	<b>Total Fife Council</b>	<b>-</b>	<b>5</b>

## TAY ROAD BRIDGE JOINT BOARD NOTES TO THE FINANCIAL STATEMENTS

The following balances existed between the Board and Dundee City Council and Fife Council as at 31 March 2021:

2019/2020			2020/2021	
Asset £000	Liability £000		Asset £000	Liability £000
		<b>Dundee City Council:</b>		
(3)	-	Central Support Services	-	-
(27)	-	Interest Receivable	(6)	-
-	39	Professional Fees	-	-
-	4	Miscellaneous	(11)	1
<b>(30)</b>	<b>43</b>	<b>Total Dundee City Council</b>	<b>(17)</b>	<b>1</b>
		<b>Fife Council:</b>		
-	-	Miscellaneous	-	-
<b>-</b>	<b>-</b>	<b>Total Fife Council</b>	<b>-</b>	<b>-</b>

### 18 LEASES

#### The Board as Lessee

The Board held no assets on finance or operating lease during 2020/2021 and, accordingly, there were no lease rentals paid to lessors during the year (2019/2020: None) or commitments due to lessors in 2020/2021 (2019/2020: None).

#### The Board as Lessor

The Board had entered a three year agreement for the lease of land and property to a third party which ended in 2011. This arrangement has continued on a monthly basis as permitted in the lease agreement. This agreement is accounted for as an operating lease. In 2020/2021 the Board received rent of £10,213 from this agreement (2019/2020: £10,213). Assuming that the lease continues for one year, the present value of minimum lease payments receivable as at the Balance Sheet date are as follows:

- a) Not later than 1 year = £10,213
- b) later than 1 year and not later than 5 years = £Nil
- c) later than 5 years = £Nil.

### 19 INVESTMENT PROPERTY

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

	2019/2020 £000	2020/2021 £000
Rental income from investment property	10	10
Direct operating expenses arising from investment property	(2)	-
<b>Net gain/(loss)</b>	<b>8</b>	<b>10</b>

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

	2019/2020 £000	2020/2021 £000
Balance at start of the year	71	71
Net gains / (losses) from changes in fair value	-	(3)
<b>Balance at end of the year</b>	<b>71</b>	<b>68</b>

The Board's Investment Properties are valued using the Level 3 (unobservable inputs for the asset) valuation technique / fair value hierarchy. There has been no change in the valuation technique used during the year.

**TAY ROAD BRIDGE JOINT BOARD**  
**NOTES TO THE FINANCIAL STATEMENTS**

**20 PROPERTY, PLANT AND EQUIPMENT**

*Movements on Balances*

Movements in 2020/2021:

	Other Land and Buildings £000	Vehicles, Plant & Equipment £000	Infrastructure Assets £000	Total Property, Plant & Equipment £000
<b>Cost or Valuation</b>				
At 1 April 2020	1,398	1,846	86,160	89,404
Additions	-	251	564	815
Expenditure Not Adding Value	-	(3)	(82)	(85)
Revaluation Increases / (Decreases) recognised in RR	(14)	-	-	(14)
Revaluation Increases / (Decreases) recognised in the Surplus / Deficit on the Provision of Services	(75)	-	-	(75)
<b>At 31 March 2021</b>	<b>1,309</b>	<b>2,094</b>	<b>86,642</b>	<b>90,045</b>
<b>Accumulated Depreciation and Impairment</b>				
At 1 April 2020	95	690	22,530	23,315
Depreciation charge	35	165	1,771	1,971
Impairment Losses/Reversals to CIES	(94)	-	-	(94)
<b>At 31 March 2021</b>	<b>36</b>	<b>855</b>	<b>24,301</b>	<b>25,192</b>
<b>Net Book Value:</b>				
<b>At 31 March 2021</b>	<b>1,273</b>	<b>1,239</b>	<b>62,341</b>	<b>64,853</b>
<b>At 31 March 2020</b>	<b>1,303</b>	<b>1,156</b>	<b>63,630</b>	<b>66,089</b>

Comparative Movements in 2019/2020:

	Other Land and Buildings £000	Vehicles, Plant & Equipment £000	Infrastructure Assets £000	Total Property, Plant & Equipment £000
<b>Cost or Valuation</b>				
At 1 April 2019	1,398	1,604	85,962	88,964
Additions	-	292	420	712
Derecognition – Disposals	-	(35)	-	(35)
Expenditure Not Adding Value	-	(10)	(222)	(232)
Other Movements in Cost or Valuation	-	(5)	-	(5)
<b>At 31 March 2020</b>	<b>1,398</b>	<b>1,846</b>	<b>86,160</b>	<b>89,404</b>
<b>Accumulated Depreciation</b>				
At 1 April 2019	77	569	20,721	21,367
Depreciation charge	18	156	1,809	1,983
Derecognition – Disposals	-	(35)	-	(35)
<b>At 31 March 2020</b>	<b>95</b>	<b>690</b>	<b>22,530</b>	<b>23,315</b>
<b>Net Book Value:</b>				
<b>At 31 March 2020</b>	<b>1,303</b>	<b>1,156</b>	<b>63,630</b>	<b>66,089</b>
<b>At 31 March 2019</b>	<b>1,321</b>	<b>1,035</b>	<b>65,241</b>	<b>67,597</b>



## TAY ROAD BRIDGE JOINT BOARD NOTES TO THE FINANCIAL STATEMENTS

### *Capital Commitments*

At 31 March 2021, the Board has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2021/2022 and future years, budgeted to cost £192,000 (Similar commitments at 31 March 2020 were £577,000).

The major commitments are for:

- Inspection of Piers and Columns = £39,000;
- Cathodic Protection Hardware = £25,000; and
- Term Consulting Engineers = £125,000.

### *Revaluations*

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

## 21 CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

	2019/2020 £000	2020/2021 £000
<i>Capital investment:</i>		
Property, Plant and Equipment	712	815
<b>Total Capital Investment</b>	<b>712</b>	<b>815</b>
<i>Sources of finance:</i>		
Capital receipts	6	-
Government grants and other contributions	649	815
Capital Funded from Current Revenue	57	-
<b>Total Sources of Finance</b>	<b>712</b>	<b>815</b>

## 22 INVENTORIES

	Maintenance Materials 2019/2020 £000	2020/2021 £000	Total 2019/2020 £000	2020/2021 £000
<b>Balance outstanding at start of year</b>	56	56	56	56
Recognised as an expense in the year	-	(3)	-	(3)
Other adjustments	-	(3)	-	(3)
<b>Balance outstanding at year-end</b>	<b>56</b>	<b>50</b>	<b>56</b>	<b>50</b>

## 23 SHORT-TERM DEBTORS

	31 March 2020 £000	31 March 2021 £000
Central government bodies	133	257
Local authorities	30	17
Other entities and individuals	8	18
<b>Total</b>	<b>171</b>	<b>292</b>

## 24 SHORT-TERM CREDITORS

	31 March 2020 £000	31 March 2021 £000
Central government bodies	211	28
Local authorities	30	48
Other entities and individuals	231	16
<b>Total</b>	<b>472</b>	<b>92</b>

## TAY ROAD BRIDGE JOINT BOARD NOTES TO THE FINANCIAL STATEMENTS

### 25 GRANT INCOME

The Board credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Account in 2020/2021:

	2019/2020 £000	2020/2021 £000
<b>Credited to Taxation and Non Specific Grant Income</b>		
Scottish Government Revenue Grant	1,509	1,470
Scottish Government Capital Grant	188	815
Repayment of Scottish Government Capital Grant	(184)	-
<b>Total</b>	<b>1,513</b>	<b>2,285</b>

The Board has £nil revenue grants, contributions and donations that have yet to be recognised as income due to them having conditions attached to them that requires the monies or property to be returned to the grant provider (2019/2020: £nil).

### 26 CONTINGENT LIABILITIES

#### Equalisation of Guaranteed Minimum Pension (GMP) in Public Service Pension Schemes

As a result of the High Court's recent Lloyds ruling on the equalisation of GMPs between genders, a number of pension schemes have made adjustments to accounting disclosures to reflect the effect this ruling has on the value of pension liabilities. It is the understanding of Tayside Pension Fund's actuaries that HM Treasury have confirmed that the judgement "does not impact on the current method used to achieve equalisation and indexation in public service pension schemes.

On 22 January 2018, the Government published the outcome to its Indexation and Equalisation of GMP in Public Service Pension Schemes Consultation, concluding that the requirement for public service pension schemes to fully price protect the GMP element of individuals' public service pension would be extended to those individuals reaching State Pension Age (SPA) before 6 April 2021. HM Treasury published a Ministerial Direction on 4 December 2018 to implement this outcome, with effect from 6 April 2016.

On 23 March 2021, the Government published the outcome to its GMP Indexation GMP Consultation, concluding that all public service pension schemes, including the LGPS, will be directed to provide full indexation to members with a GMP reaching State Pension Age (SPA) beyond 5 April 2021. This is a permanent extension of the existing 'interim solution' that has applied to members with a GMP reaching SPA on or after 5 April 2016.

Tayside Pension Fund's actuaries valuation assumption for GMP is that the Fund will pay limited increases for members that have reached SPA by 6 April 2016, with the Government providing the remainder of the inflationary increase. For members that reach SPA after this date, the actuaries have assumed that the Fund will be required to pay the entire inflationary increase. The actuaries assumption is consistent with the consultation outcome and they do not believe that any adjustments are required to the value placed on the liabilities as a result of the consultation outcome.

#### Goodwin Case

The Goodwin case affects male survivors (of female members) by extending the applicable service back from 1988 back to 1978. This only impacts survivor benefits coming into payment after 2005. This doesn't affect who is entitled to benefit, it just impacts the amount to be paid to widowers.

**TAY ROAD BRIDGE JOINT BOARD  
NOTES TO THE FINANCIAL STATEMENTS**

The widower liability calculated as part of the formal valuation was less than 0.5% of the total liabilities for the Fund. Tayside Pension Fund's actuaries don't normally receive information on the dependent's pension amount of current members, as this is calculated only when it comes into payment by the administering authority, but they do have to allow for this in the liability calculations that they estimate based on the total service and accrued pension so they have effectively covered any adjustment for pre 1988 service/benefit for active/deferred and pensioner members. The only potential adjustment is therefore a small increase in the current widowers' liability.

For these widowers to be affected the female member would have to have pre 1988 service, which is now thirty-two years ago. There would therefore need to be a combination of service and pension in payment to be greater than thirty-two years. Given the average age of dependents was around seventy-three at the last valuation and the average service might be around ten years the actuaries expect there are very few members where this is the case. If they assume even 10% meet this criteria then the impact might be  $0.5\% \times 10\% \times \text{pre 1988 benefit} / \text{total benefit}$ . Even if the pre 1988 benefit was 50% of the total (which is unlikely) then the impact would be 0.025%. Whilst there are a number of estimates and assumptions outlined the actuaries believe that the impact is not material.

## **Report on the audit of the financial statements**

### **Opinion on financial statements**

I certify that I have audited the financial statements in the annual accounts of Tay Road Bridge Joint Board for the year ended 31 March 2021 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Expenditure and Funding Analysis, Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the 2020/21 Code).

In my opinion the accompanying financial statements:

- give a true and fair view, in accordance with applicable law and the 2020/21 Code, of the state of affairs of Tay Road Bridge Joint Board as at 31 March 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2020/21 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

### **Basis for opinion**

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)), as required by the Code of Audit Practice (<https://www.audit-scotland.gov.uk/report/code-of-audit-practice-2016>) approved by the Accounts Commission for Scotland. My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I was appointed under arrangements approved by the Accounts Commission on 10 June 2021. This is the first year of my appointment. I am independent of the Tay Road Bridge Joint Board in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. Non-audit services prohibited by the Ethical Standard were not provided to the Tay Road Bridge Joint Board. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

### **Conclusions relating to going concern basis of accounting**

I have concluded that the use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work I have performed, I have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on Tay Road Bridge Joint Board's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from when the financial statements are authorised for issue.

### **Risks of material misstatement**

I report in a separate Annual Audit Report, which is available from the Audit Scotland website (<https://www.audit-scotland.gov.uk/our-work/annual-audits>), the most significant assessed risks of material misstatement that I identified and my conclusions thereon.

### **Responsibilities of the Treasurer and Tay Road Bridge Joint Board for the financial statements**

As explained more fully in the Statement of Responsibilities, the Treasurer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF TAY ROAD BRIDGE JOINT BOARD AND THE ACCOUNTS COMMISSION

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In preparing the financial statements, the Treasurer is responsible for assessing Tay Road Bridge Joint Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless deemed inappropriate.

Tay Road Bridge Joint Board is responsible for overseeing the financial reporting process.

## **Auditor's responsibilities for the audit of the financial statements.**

My objectives are to achieve reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. I design procedures in line with my responsibilities outlined above to detect material misstatements in respect of irregularities, including fraud. Procedures include:

- obtaining an understanding of the applicable legal and regulatory framework and how Tay Road Bridge Joint Board is complying with that framework;
- identifying which laws and regulations are significant in the context of Tay Road Bridge Joint Board;
- assessing the susceptibility of the financial statements to material misstatement, including how fraud might occur; and
- considering whether the audit team collectively has the appropriate competence and capabilities to identify or recognise non-compliance with laws and regulations.

The extent to which my procedures are capable of detecting irregularities, including fraud, is affected by the inherent difficulty in detecting irregularities, the effectiveness of Tay Road Bridge Joint Board's controls, and the nature, timing and extent of the audit procedures performed.

Irregularities that result from fraud are inherently more difficult to detect than irregularities that result from error as fraud may involve collusion, intentional omissions, misrepresentations, or the override of internal control. The capability of the audit to detect fraud and other irregularities depends on factors such as the skilfulness of the perpetrator, the frequency and extent of manipulation, the degree of collusion involved, the relative size of individual amounts manipulated, and the seniority of those individuals involved.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of my auditor's report.

## **Reporting on other requirements**

### **Opinion prescribed by the Accounts Commission on the audited part of the Remuneration Report**

I have audited the part of the Remuneration Report described as audited. In my opinion the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

### **Statutory other information**

The Treasurer is responsible for the statutory other information in the annual accounts. The statutory other information comprises the Management Commentary, Annual Governance Statement, Statements of Responsibilities and the unaudited part of the Remuneration Report.

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF TAY ROAD BRIDGE JOINT BOARD AND THE ACCOUNTS COMMISSION

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My responsibility is to read all the statutory other information and, in doing so, consider whether the statutory other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work I have performed, I conclude that there is a material misstatement of this statutory other information, I am required to report that fact. I have nothing to report in this regard.

My opinion on the financial statements does not cover the statutory other information and I do not express any form of assurance conclusion thereon except on the Management Commentary and Annual Governance Statement to the extent explicitly stated in the following opinions prescribed by the Accounts Commission.

## **Opinions prescribed by the Accounts Commission on Management Commentary and Annual Governance Statement**

In my opinion, based on the work undertaken in the course of the audit

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and
- the information given in the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

## **Matters on which I am required to report by exception**

I am required by the Accounts Commission to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the audited part of the Remuneration Report are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

## **Conclusions on wider scope responsibilities**

In addition to my responsibilities for the annual accounts, my conclusions on the wider scope responsibilities specified in the Code of Audit Practice are set out in my Annual Audit Report.

## **Use of my report**

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

**Richard Smith CPFA**  
**Senior Audit Manager**  
**Audit Scotland**  
**4th Floor, 8 Nelson Mandela Place**  
**Glasgow**  
**G2 1BT.**