

# **TAY ROAD BRIDGE JOINT BOARD**

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**TRB – 32 rev 0 PUBLICATION SCHEME UNDER THE  
FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

**Last Revised 6 January 2022**

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Should you require a copy of this document in standard or large print, or in any other format, please contact Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee DD1 3JB (Tel: 01382 433044)  
(email:[alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk))

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## PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

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## **1. AN INTRODUCTION TO YOUR RIGHT FOR INFORMATION**

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The Freedom of Information Act (Scotland) Act 2002 (FOISA) introduced a new right to obtain information from the Tay Road Bridge Joint Board and other public bodies.

The FOISA imposes certain other obligations on the Bridge Board, which include adopting a Publication Scheme.

The FOISA came fully into force in January 2005, when a person's right to request information from the Bridge Board (apart from information contained in the Publication Scheme) took effect.

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## **2. WHAT IS A PUBLICATION SCHEME?**

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The Bridge Board is under a legal obligation to produce and implement a Publication Scheme. In its basic form it is a guide to the information that the Bridge Board regularly publishes or intends to publish and allows a significant amount of information to be made available without a person having to make a specific request for information.

This legal requirement was introduced by the Scottish Parliament so as to publicise the work done by public authorities and encourage a spirit of openness and accountability throughout the public sector in Scotland. In terms of the outcomes to be achieved, citizens will also have greater access to information that is relevant to them. Such developments are intended to enhance local democracy and participation in local decision-making processes.

A Publication Scheme must set out the following:

- what information is available;
- the manner in which that information is published;
- if there is a charge for that information.

When a public body draws up its Publication Scheme, it must pay particular attention to the public interest in allowing public access to information held by it, particularly information which relates to the provision of services by it, the cost of providing those services and the standards attained by those services, and information on the basis of which decisions of public importance have been made, and in publishing the reasons for its decisions. This Publication Scheme therefore aims to be as "citizen-focussed" as is possible.

Before producing this Publication Scheme the Bridge Board carried out an audit of all the information it holds and the results will be subject to an ongoing review. Under the FOISA, the Bridge Board has an on-going legal duty to review its Publication Scheme.

In order to ensure this Publication Scheme remains relevant and useful for citizens over the coming years, the Bridge Board will continually add more categories of information to it and update the Tay Road Bridge website to reflect any changes. As a guiding principle, as much information as possible will be made available, on a continuous basis in accordance with this Publication Scheme, and outdated material will be replaced, as necessary.

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### **3. RESPONSIBILITY FOR THE SCHEME**

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Roger Mennie, the Clerk to the Board, has responsibility for the Scheme on behalf of the Board. He can be contacted at 5 City Square, Dundee, DD1 3BY or telephone (01382) 444202 or email [roger.mennie@dundeecity.gov.uk](mailto:roger.mennie@dundeecity.gov.uk).

Alan Hutchison, the Bridge Manager, has responsibility for maintaining the Scheme on a day to day basis. He can be contacted at Bridge Office, Marine Parade, Dundee, DD1 3JB or telephone (01382) 433044 or email [alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk).

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### **4. INFORMATION ABOUT THE TAY ROAD BRIDGE AND THE TAY ROAD BRIDGE JOINT BOARD**

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#### ***The Tay Road Bridge***

2250 metres in length, the Tay Road Bridge spans the estuary of the River Tay between Dundee and Newport on Tay. It leads traffic directly into the centre of Dundee and is mainly used by commuters.

The bridge was designed by William A Fairhurst and was opened to traffic on 16 August 1966 having taken 4 years to build at a cost of approximately £5 million. The cost of building the bridge today would be well over £100 million.

#### ***The Tay Road Bridge Joint Board***

The Bridge is the responsibility of the Tay Road Bridge Joint Board, which comprises of six councillors from Dundee City Council, five from Fife Council and one from Angus Council.

The Board is responsible for the management and maintenance of the bridge which is financed by Scottish Government grants.

The Board appoints a Clerk, a Treasurer, an Engineer and a Bridge Manager to administer and manage its affairs. Meetings are generally held once every three months to discuss business.

The Bridge Board routinely makes information available to the public through publications and responses to enquiries. Much information is already available on the Tay Road Bridge website and this Publication Scheme has built on this approach.

The existing information flow will continue under the FOISA, which does not limit the citizen's right to information outside this Publication Scheme. The FOISA will provide greater access to information that is not currently available.

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## 5. HOW TO USE THIS PUBLICATION SCHEME

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This Publication Scheme has been designed with the citizen in mind. Its structure is based on the main categories of information in which the Bridge Board believes citizens will be interested. The Publication Scheme is placed on the Tay Road Bridge website at <https://www.tayroadbridge.co.uk/board-business/board-documents>

This Publication Scheme refers to classes of information that the Bridge Board wishes to make readily available, together with a description of the classes of information. This is intended to help the user to find the information wanted as easily as possible.

Our intention is to publish as much information as possible on subjects in which there is known to be a public interest.

If you are unable to find a particular piece of information and need further assistance, please contact Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (Tel: 01382 433044) (email: [alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk)).

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## 6. HOW TO ACCESS INFORMATION NOT CONTAINED IN THIS SCHEME

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The general right of access to information under the FOISA came into force **January 2005**, when anybody requesting information that is not already contained in the Publication Scheme was entitled, subject to any exemptions or restrictions that may apply, to be given that information in the manner requested so far as is reasonably practicable.

To enable us to locate the information you want, please let us have as much detail as you can about the information required.

If you wish to make a request for information please contact Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (Tel: 10382 433044) (email: [alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk)).

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## **7. EXEMPT INFORMATION**

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The Bridge Board aims to add as much information as possible to that contained in this Publication Scheme. If some of the information falls within an exempt category in the FOISA, or some other rule of law restricts its publication, the information will be published without the exempt sections. In some cases, the document in question may have been archived or deleted in accordance with the Bridge Board's records management policy or in compliance with applicable legislation.

Members of the public will not be entitled to access information, which is exempt from release under the FOISA or some other rule of law which restricts its publication.

There are currently 17 classes of exempt information under the FOISA. Of these, some may be treated as exempt, subject to the application of the public interest test and the others are absolute exemptions. Absolute exemption means that the Bridge Board will not provide the information.

Examples of types of information covered by an absolute exemption include information which is accessible elsewhere, information where release is prohibited by another piece of legislation or information where release would constitute an actionable breach of confidence.

- Under the public interest test, which applies to the other categories of exempt information, the information may be released if the Bridge Board decides that the public interest in disclosing the information outweighs the public interest in not disclosing it.

Types of information where release is subject to a public interest test include information relating to national security and defence, information which would endanger health or safety, information which might harm intentional relations or information which would substantially prejudice law enforcement or commercial interests.

Full details relating to exempt information appear in Part 2 of the FOISA starting at Section 25.

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## **8. COPYRIGHT**

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All material contained in the Scheme is the copyright of the Tay Road Bridge Joint Board unless stated otherwise. If you wish to copy any information within the Scheme, you may do so in any format for any non-commercial purpose provided that:

- it is reproduced accurately;

- it is not used in a misleading context;
- the source and copyright status of the material are acknowledged; and
- the material you produce is published or distributed without charge

Applications for permission to reproduce material for any commercial purpose may be made to Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (Tel: 01382 433044) (email: [alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk)).

If you receive information through this Publication Scheme which is subject to the copyright of another person or body, then it is recommended that you contact the copyright holder to seek consent before the information is reproduced.

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## 9. ACCESSIBILITY AND DIVERSITY ISSUES

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**This Publication scheme and some of the information contained within is available to view and download for free at**

<https://www.tayroadbridge.co.uk/board-business/board-documents>. Free internet access is available at various public buildings in Fife and Tayside, such as libraries and community centres. For a list of centres available to access free internet please contact Dundee City Council, Fife Council or Angus Council by telephone or visit their websites. Internet browsers facilitate a “read aloud” function and our website is compatible with this function. The website also has a “Change Language” facility for users who are not fluent in English.

**Please contact Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (Tel: 01382 433044) (email: [alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk)) if you would like a paper copy of this document to be posted to you in standard or in large print or require the document in any other format.**

The information referred to in this Publication Scheme will be available in a variety of formats, including books, reports, electronic documents, leaflets and inspection upon appointment. If the information is not sent to you, the Bridge Manager will let you know how, when and where you can view it.

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## 10. CHARGES FOR INFORMATION

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There will be no charge for examining any Publication Scheme information contained on the website.

There will be no charge if copies of printed material are required. You will be told about any photocopying charges at the time of your request. The charge will be 10p per sheet.

## **11. YOUR COMMENTS, SUGGESTIONS & VIEWS MATTER TO US**

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If you have any comments, suggestions or views in connection with this Publication Scheme please forward them to Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (Tel: 01382 433044) (email: [alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk)).

For instance:-

- What did you like and dislike about the Publication Scheme?
- How can this Publication Scheme be made more citizen-focussed?
- What else would you like to see in this Publication Scheme?
- Did you find the information you wanted easily and were the members of staff helpful?
- Do you have any suggestions on how to make the Bridge Board more open and transparent in the provision of information?

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## **12. HOW TO COMPLAIN**

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Unfortunately, sometimes things do go wrong. Any complaints regarding the Publication Scheme should be directed to Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (Tel: 01382 433044) (email: [alan.hutchison@tayroadbridge.co.uk](mailto:alan.hutchison@tayroadbridge.co.uk)).

If we are unable to resolve any complaints, you can complain to the Scottish Information Commissioner who oversees the Act and whose contact details are below.

Further details on this are available on the Commissioner's website at <https://www.itspubliknowledge.info/home/ScottishInformationCommissioner.aspx>

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Telephone: 01334 464610

email: [enquires@itspubliknowledge.info](mailto:enquires@itspubliknowledge.info)



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### 13. INDEX

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The information contained in this Scheme is set out alphabetically in the following pages:

<b>“Classes” of Information</b>
Accounts
Audit
Bridge Board Composition
Bridge Board Decisions
Bridge Board Meetings Schedules
Budgets
Code of Conduct for Employees
Complaints Procedure
Disciplinary Procedures
Equality Issues
Health and Safety Policy
Job Vacancies for Work with the Bridge Board
Members’ Declarations of Interest
Recruitment Policy
Bridge Operations and Restrictions Data
Standing Orders of the Bridge Board and Schemes of Administration

#### 14. THE PUBLICATION SCHEME IN DETAIL

New material in each of the identified Classes of information will be added to from time to time. Superseded material will be replaced.

<b>HELPING CITIZENS TO FIND THE INFORMATION THEY NEED</b>			<b>FORMAT</b>
<b>AREAS OF INTEREST</b>	<b>“CLASSES” OF INFORMATION</b>	<b>DESCRIPTION OF INFORMATION AVAILABLE</b>	<b>AVAILABLE ON WEBSITE? (Y/N)</b>  <b>CONTACT DETILS FOR HARD COPIES</b>
<b>INTRODUCTION FOR THE TAY ROAD BRIDGE JOINT BOARD</b>			
<b>A1. Constitutional Information</b>	1. Standing Orders of the Bridge Board and Schemes Administration	<ul style="list-style-type: none"> <li>Standing Orders, Financial Regulations and Tender Procedures</li> </ul>	Y Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (01382) 433044 <a href="mailto:alan.hutchison@tayroadbridge.co.uk">alan.hutchison@tayroadbridge.co.uk</a>
	2. Bridge Board composition	<ul style="list-style-type: none"> <li>Names of members of the Bridge Board and contact details</li> <li>Names of Chief Officers and contact details</li> </ul>	Y Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (01382) 433044 <a href="mailto:alan.hutchison@tayroadbridge.co.uk">alan.hutchison@tayroadbridge.co.uk</a>

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AREAS OF INTEREST	“CLASSES” OF INFORMATION	DESCRIPTION OF INFORMATION AVAILABLE	AVAILABLE ON WEBSITE? (Y/N)  CONTACT DETAILS FOR HARD COPIES
	3. Bridge Board meetings schedules	<ul style="list-style-type: none"> <li>Dates, times and locations of meetings</li> </ul>	Y Advanced Notice of Meetings are uploaded to the News item tab on TRBJB website one week in advance of the meeting with joining details.
<b>A2. General Information</b>	1. Code of Conduct for Employment	<ul style="list-style-type: none"> <li>National Code of Conduct for Local Government Employees in Scotland</li> </ul>	Y Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (01382) 433044 <a href="mailto:alan.hutchison@tayroadbridge.co.uk">alan.hutchison@tayroadbridge.co.uk</a>
	2. Complaints Procedure	<ul style="list-style-type: none"> <li>How to make a complaint about the Bridge Board</li> </ul>	Y Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (01382) 433044 <a href="mailto:alan.hutchison@tayroadbridge.co.uk">alan.hutchison@tayroadbridge.co.uk</a>

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	3. Disciplinary Procedures	<ul style="list-style-type: none"> <li>Procedure for dealing with breaches of discipline and substandard work performance.</li> </ul>	N Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (01382) 433044 <a href="mailto:alan.hutchison@tayroadbridge.co.uk">alan.hutchison@tayroadbridge.co.uk</a>
	4. Equality Issues	<ul style="list-style-type: none"> <li>Equality policies in service delivery and employment generally including race, gender and disability</li> </ul>	Y Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (01382) 433044 <a href="mailto:alan.hutchison@tayroadbridge.co.uk">alan.hutchison@tayroadbridge.co.uk</a>
	5. Health and Safety Policy	<ul style="list-style-type: none"> <li>General statement of safety policy</li> </ul>	Y Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (01382) 433044 <a href="mailto:alan.hutchison@tayroadbridge.co.uk">alan.hutchison@tayroadbridge.co.uk</a>

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	6. Job vacancies for work with the Bridge Board	<ul style="list-style-type: none"> <li>Details of job vacancies</li> </ul>	Y Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (01382) 433044 <a href="mailto:alan.hutchison@tayroadbridge.co.uk">alan.hutchison@tayroadbridge.co.uk</a>
	7. Recruitment Policy	<ul style="list-style-type: none"> <li>Policy on Recruitment</li> </ul>	N Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (01382) 433044 <a href="mailto:alan.hutchison@tayroadbridge.co.uk">alan.hutchison@tayroadbridge.co.uk</a>
	8. Bridge Operations and Restrictions Data	<ul style="list-style-type: none"> <li>Bridge availability (full or partial closure) statistics per quarter</li> <li>Bridge passenger lift availability statistics per quarter</li> <li>Vehicle and cycle numbers using bridge per quarter</li> </ul>	Y Alan Hutchison, Bridge Manager, Bridge Office, Marine Parade, Dundee, DD1 3JB (01382) 433044 <a href="mailto:alan.hutchison@tayroadbridge.co.uk">alan.hutchison@tayroadbridge.co.uk</a>
<b>A3. Councillors</b>	Members Declarations of Interest	<ul style="list-style-type: none"> <li>Registered Declarations of Interest Forms</li> </ul>	N Arlene Hay, 21 City Square, Dundee (01382) 433000 <a href="mailto:arlene.hay@dundeecity.gov.uk">arlene.hay@dundeecity.gov.uk</a>

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<b>A4. Bridge Board</b>	Bridge Board Declarations	<ul style="list-style-type: none"> <li>Agendas, Reports and Decisions of each meeting</li> </ul>	Y Arlene Hay, 21 City Square, Dundee (01382) 433000 <a href="mailto:arlene.hay@dundeecity.gov.uk">arlene.hay@dundeecity.gov.uk</a>
<b>A5. Finance</b>	1. Accounts	<ul style="list-style-type: none"> <li>Bridge Board’s audited and unaudited Statement of Accounts</li> </ul>	Y Robert Emmott, Floor 4, Dundee House, Dundee (01382) 433000 <a href="mailto:robert.emmot@dundeecity.gov.uk">robert.emmot@dundeecity.gov.uk</a>
	2. Audit	<ul style="list-style-type: none"> <li>Auditor’s Reports to the Board</li> </ul>	Y Robert Emmott, Floor 4, Dundee House, Dundee (01382) 433000 <a href="mailto:robert.emmot@dundeecity.gov.uk">robert.emmot@dundeecity.gov.uk</a>

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	3. Budgets	<ul style="list-style-type: none"> <li>• Revenue Budget</li> <li>• Capital Plans</li> </ul>	Y Robert Emmott, Floor 4, Dundee House, Dundee (01382) 433000 <a href="mailto:robert.emmot@dundeecity.gov.uk">robert.emmot@dundeecity.gov.uk</a>