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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 21st February, 2022

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 28th February, 2022 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 25th February, 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 6th December, 2021 is submitted for approval (copy attached).

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

(Report No TRB1-2022 by the Bridge Manager, copy enclosed).

**4 MAINSTREAMING THE EQUALITY DUTY 2021-2023 - Page 11**

(Report No TRB4-2022 by the Bridge Manager, copy enclosed).

**5 TENDER REPORT – NEW FIRE ALARM SYSTEM - Page 41**

(Report No TRB6-2022 by the Bridge Manager, copy enclosed).

**6 TENDER REPORT – ADMINISTRATION OFFICE ELECTRICAL DISTRIBUTION BOARD REPLACEMENT - Page 43**

(Report No TRB5-2022 by the Bridge Manager, copy enclosed).

**7 RESPONSE TO INTERNAL AUDITOR'S REPORT ON PAYROLL - Page 45**

(Report No TRB7-2022 by the Bridge Manager, copy enclosed).

**8 REVENUE MONITORING – 10 MONTHS TO 31ST JANUARY 2022 - Page 57**

(Report No TRB2-2022 by the Treasurer, copy enclosed).

**9 CAPITAL MONITORING - 10 MONTHS TO 31ST JANUARY 2022 - Page 63**

(Report No TRB3-2022 by the Treasurer, copy enclosed).

**10 PROVISION OF INTERNAL AUDIT SERVICES 2022-2025**

The Joint Board is requested to note the appointment of Henderson Loggie as successful bidder for the provision of Internal Audit Services in respect of the financial years 2022/2023 to 2024/2025.

The Treasurer completed a competitive procurement process, in accordance with current procurement requirements, for the provision of Internal Audit Services for the period 2022/2023 to 2024/2025. Henderson Loggie were the successful bidder in this process. The annual estimated cost of providing this service for 2022/2023 is £6,300 plus VAT. These costs will be met from the current budget for Internal Audit Services.

**11 SUMMER STUDENT PLACEMENT**

The Joint Board is requested to note the appointment of a summer student engineer. The appointment of the student engineer for the Tay Road Bridge Joint Board is desirable to assist with bridge inspections, preparation of reports, destruction of records and cataloguing of historic drawings and calculations. A student appointment will maintain strong links with further education institutions and help future graduates gain practical workplace experience to help them develop skills for the workplace. Costs will be covered by the agreed revenue budget for 2022/2023.

**12 PROPOSED RESEARCH PROJECT – ST ANDREW’S BOTANIC GARDENS**

The Joint Board is requested to note the proposed Research Project to be undertaken by St Andrew’s Botanic Gardens.

**13 DATE OF NEXT MEETING**

The next meeting of the Joint Board will be held on Monday 13th June, 2022 at 10.00am via MS Teams (unless otherwise advised).

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

At a MEETING of the **TAY ROAD BRIDGE JOINT BOARD** held remotely on 6th December, 2021.

Present:-

Dundee City Council

Councillor Lynne SHORT  
Councillor George McIRVINE  
Baillie Fraser MACPHERSON

Fife Council

Councillor Jonny TEPP  
Councillor Andy HEER  
Councillor John DOCHERTY

Angus Council

Councillor Craig FOTHERINGHAM

Also Present (Officers):-

Alan HUTCHISON (Bridge Manager)  
Gary BRADY (Engineer)  
John MOIR (for Treasurer)  
Kenny McKAIG (for Clerk)  
Steve McNAUGHT (Henderson Loggie)  
David ROBERTSON (Deputy Bridge Manager)  
Richard SMITH (Audit Scotland)

Councillor Lynne SHORT, Chairperson, in the Chair.

Apologies for absence were submitted on behalf of Depute Lord Provost Campbell and Councillor Hunter.

**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 13th September, 2021 was submitted and approved with a minor amendment to those present.

**III OPERATIONAL RESTRICTIONS AND CLOSURES**

There was submitted Report No TRB26-2021 by the Bridge Manager appraising the Joint Board of the number and nature of operational restrictions and closures applied between 1st August and 31st October 2021.

The Joint Board noted the contents of the report as at 31st October, 2021.

**IV HEALTH AND SAFETY MONITORING 2021**

There was submitted Report No TRB29-2021 by the Bridge Manager appraising the Joint Board of performance relating to Health and Safety in 2021.

The Joint Board noted the outcomes of the report and agreed to the findings of the review detailed in paragraph 4.4 of the report.

## **V UPDATE ON ENGINEERING WORKS**

There was submitted Report No TRB28-2021 by the Engineer to the Board advising the Joint Board on the current situation regarding Engineering works on the bridge.

The Joint Board noted the position on current progress.

## **VI REVENUE MONITORING – 7 MONTHS TO 31ST OCTOBER, 2021**

There was submitted Report No TRB21-2021 by the Treasurer appraising Joint Board Members of the latest position regarding the Joint Board's 2021/2022 Revenue Budget.

The Joint Board noted the content of the Revenue Monitoring Report as at 31st October, 2021.

## **VII CAPITAL MONITORING – 7 MONTHS TO 31ST OCTOBER, 2021**

There was submitted Report No TRB22-2021 by the Treasurer appraising Joint Board Members of the latest position regarding the Joint Board's 2021/2022 Capital Plan.

The Joint Board noted the content of the Capital Monitoring Report as at 31st October, 2021.

## **VIII REVENUE BUDGET 2022/2023 TO 2024/2025**

There was submitted Report No TRB23-2021 by the Treasurer and Bridge Manager appraising Joint Board Members on the proposed Tay Road Bridge Revenue Budget for the financial years 2022/2023 to 2024/2025.

The Joint Board approved the Revenue Budget for 2022/2023 subject to confirmation of grant funding by the Scottish Government and noted the provisional Revenue Budget for 2023/2024 and 2024/2025.

## **IX CAPITAL PLAN 2022/2023 TO 2024/2025**

There was submitted Report No TRB24-2021 by the Treasurer seeking approval of the Joint Board's Capital Plan for the period 2022/2023 to 2024/2025 inclusive.

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

## **X INTERNAL AUDIT - ANNUAL AUDIT PLAN 2021/2022**

There was submitted Report No TRB25-2021 by the Treasurer presenting to the Joint Board the Internal Audit Annual Audit Plan, which was attached as an appendix to the report.

The Joint Board noted the content of the Internal Audit Annual Plan for 2021/2022 which was based on the detailed Internal Audit Needs Assessment and Strategic Plan 2019 to 2022.

## **XI PROGRAMME OF MEETINGS 2022**

Monday 28th February, 2022 at 10am  
Monday 13th June, 2022 at 10am  
Monday 12th September, 2022 at 10am  
Monday 5th December, 2022 at 10am

The Joint Board agreed the above programme of meetings for 2022. As previously notified, meetings would continue to be held remotely at least until the local government elections in May 2022.

**XII                    DATE OF NEXT MEETING**

Monday, 28th February, 2022 at 10.00 am via MS Teams.

Councillor Lynne SHORT, Chairperson.

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**ITEM No ...3.....**

**REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 28 FEBRUARY 2022**

**REPORT ON: OPERATIONAL RESTRICTIONS AND CLOSURES**

**REPORT BY: THE BRIDGE MANAGER**

**REPORT NO: TRB1-2022**

## **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 November 2021 to 31 January 2022.

## **2.0 RECOMMENDATIONS**

2.1 The Joint Board are asked to note the contents of this Report as at 31 January 2022.

## **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 November 2021 and 31 January 2022 is given below:-

### **4.1.1 Single Carriageway Closure**

<b>Reason</b>	<b>Total Duration (Minutes)</b>	<b>Number of Occasions</b>	<b>Average Duration (Minutes)</b>	<b>Maximum Time Closed (Minutes)</b>	<b>Minimum Time Closed (Minutes)</b>
Operational	345	97	3.56	15	1
Breakdown	66	7	9.43	35	4
Miscellaneous Incidents	56	10	5.6	15	2
Single Lane Closures for Maintenance	2582	5	516.4	2547	9
Police Incidents	193	17	11.35	36	2

4.1.2 **Full Bridge Closure**

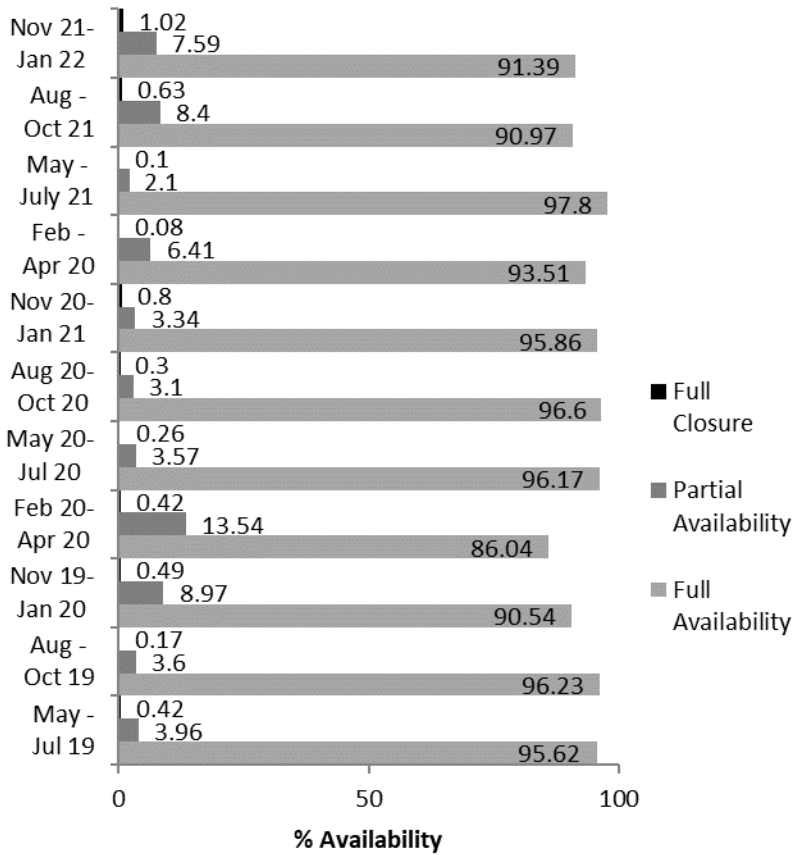
<b>Reason</b>	<b>Total Duration (Minutes)</b>	<b>Number of Occasions</b>	<b>Average Duration (Minutes)</b>	<b>Maximum Time Closed (Minutes)</b>	<b>Minimum Time Closed (Minutes)</b>
Operational (Night Closures)	280	1	280	280	280
Police Incidents	486	13	37.38	245	6
Wind	555	2	277.50	355	200

4.1.3 **High Winds Restrictions**

<b>Traffic Restricted</b>	<b>Total Duration (Minutes)</b>	<b>Number of Occasions</b>	<b>Average Duration (Minutes)</b>	<b>Maximum Time Restricted (Minutes)</b>	<b>Minimum Time Restricted (Minutes)</b>
Double Deck Buses	5620	14	401.43	1465	30
High Sided Vehicles	980	4	245	295	140
All Traffic	555	2	277.50	355	200

4.1.4 Availability of Bridge

**AVAILABILITY TO BRIDGE USERS**



	Nov 20-Jan 21	Feb-Apr 21	May-July 21	Aug-Oct 21	Nov 21-Jan 22
Full Availability	95.86	93.51	97.8	*90.97	91.39
Partial Availability	3.34	6.41	2.1	8.4	7.59
Full Closure	0.80	0.08	0.1	0.63	1.02

\*A contraflow was installed on the bridge for five days in September to permit structural investigation works in advance of the main resurfacing contract to commence in 2023.

4.1.5 Summary of Bridge availability 1 November 2021 to 31 January 2022

Full availability (No restrictions)	91.39%
Partial Availability (Some restrictions)	7.59%
No Availability (Full Closure)	1.02%

#### 4.1.6 Passenger Lift Availability 4 December 2018 to 20 January 2022

The current lift was put into service on 4 December 2018.

The Lift has been unavailable for public use for the following durations and reasons between 4 December 2018 and 20 January 2022:

YEAR	Downtime for Routine Servicing (hrs)	Downtime for Lift Faults (hrs)	Downtime for Power Cut (hrs)	Downtime for Vandalism (hrs)	Downtime for Foyer Door Faults (hrs)	Total (hrs)
2018 (from 4 Dec 2018)	0	10	0	0	0	10
2019	<sup>1</sup> 5	9	0.5	0	0	14.5
2020	<sup>2</sup> 12	3.5	1	0	0	16.5
2021	<sup>2</sup> 11	9	11	18	41.5	84.5
2022 (to 20 January 2022)	<sup>2</sup> 1	0	0	0	0	1
<b>Total</b>	<b>29</b>	<b>31.5</b>	<b>12.5</b>	<b>18</b>	<b>41.5</b>	
<b>TOTAL TIME LIFT NOT AVAILABLE FROM 4 DECEMBER 2018 to 20 JANUARY 2022 = 132.5 HOURS</b>						

<sup>1</sup>Warranty Servicing

<sup>2</sup>Monthly Servicing

## 5.0 TRAFFIC COUNT DATA

### 5.1 Traffic Count Data from Dundee Ramps

	3 <sup>rd</sup> Quarter 2020	4 <sup>th</sup> Quarter 2020	1 <sup>st</sup> Quarter 2021	2 <sup>nd</sup> Quarter 2021	3 <sup>rd</sup> Quarter 2021	4 <sup>th</sup> Quarter 2021
	(Aug – *Oct)	(Nov – Jan)	(Feb- Apr)	(May- Jul)	(Aug – Oct)	(Nov- Jan)
Northbound to West	4504	3461	3478	4013	6012	5314
Northbound to East	6901	4340	5128	7084	7135	6862
<b>Northbound Total</b>	<b>11405</b>	<b>7801</b>	<b>8606</b>	<b>11097</b>	<b>13147</b>	<b>12176</b>
Southbound from West	4854	3522	3726	5245	5473	5282
Southbound From East	7567	5187	5722	7940	7885	7565
<b>Southbound Total</b>	<b>12421</b>	<b>8709</b>	<b>9448</b>	<b>13185</b>	<b>13358</b>	<b>12847</b>
<b>AADT Traffic per Quarter</b>	<b>23826</b>	<b>16510</b>	<b>18054</b>	<b>24882</b>	<b>26505</b>	<b>25023</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.

5.2 Active Travel Counts - \*AADT

<i>Year</i>	<i>Month</i>	<i>No. Pedestrians</i>	<i>No. Cyclists</i>	
2020	November	Not Counted	93	
	December	Not Counted	67	
2021	January	Not Counted	69	
		<b>N/A</b>	<b>77</b>	AADT/Quarter
	February	Not Counted	81	
	March	Not Counted	189	
	April	Not Counted	183	
		<b>N/A</b>	<b>151</b>	AADT/Quarter
	May	Not Counted	150	
	June	Not Counted	190	
	July	Not Counted	165	
		<b>N/A</b>	<b>168</b>	AADT/Quarter
	August	Not Counted	160	
	September	Not Counted	152	
	October	Not Counted	95	
		<b>N/A</b>	<b>136</b>	AADT/Quarter
	November	Not Counted	87	
	December	Not Counted	50	
2022	January (from 11 Jan)	129	76	
		<b>129</b>	<b>71</b>	AADT/Quarter

\*AADT – (Annual Average Daily Total) Northbound and Southbound

A Pedestrian and Cycling Counter was installed on the bridge walkway in October 2019. Pedestrian counts became available on 11 January 2022.

## 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**  
**15 FEBRUARY 2022**

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

**REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 28 FEBRUARY 2022**

**REPORT ON: MAINSTREAMING THE EQUALITY DUTY 2021 - 2023**

**REPORT BY: THE BRIDGE MANAGER**

**REPORT NO: TRB4-2022**

**1.0 PURPOSE OF REPORT**

1.1 To seek Joint Board approval for the publication on the Tay Road Bridge web site of a Mainstreaming Equality Report 2021 - 2023.

**2.0 RECOMMENDATION**

2.1 The Committee are asked to approve the publication of the Mainstreaming Equality Report 2021 - 2023, attached as Appendix A.

**3.0 FINANCIAL IMPLICATIONS**

3.1 There are no direct financial implications arising from this report.

**4.0 BACKGROUND**

4.1 The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 places a specific duty on the Tay Road Bridge Joint Board to publish a report on Mainstreaming the Equality Duty and publish equality outcomes and employee information every two years.

**5.0 POLICY IMPLICATIONS**

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major implications.

**6.0 CONSULTATION**

6.1 The Clerk, Treasurer and Engineer have been consulted and are in agreement with the content.

**7.0 BACKGROUND PAPERS**

7.1 None.

**ALAN HUTCHISON  
BRIDGE MANAGER  
31 DECEMBER 2021**

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Tay Road Bridge

## TAY ROAD BRIDGE JOINT BOARD

# Mainstreaming Equality Report 2021 - 2023

Prepared by:	Alan Hutchison
Reviewed by:	Ross Craig (DCC)

Document Reference:	<b>TRB 17 rev 4</b>
Approved for Issue:	<b>Alan Hutchison</b>
Date: 31 December 2021	Bridge Manager

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## 1.0 Introduction

The mainstreaming equality report supersedes and builds upon the work taken forward in meeting the equality outcomes set out in the Tay Road Bridge Board's Mainstreaming Equality Report 2019-2021. Appendix 1 confirms the actions taken to complete the equality outcomes noted in the 2019-2021 report.

The Equality Act 2010 (the Act), which harmonised and replaced previous equalities legislation came into force on 5 April 2011. The Act placed a general equality duty on public authorities to pay due regard to the need to:

- eliminate discrimination;
- promote equality of opportunity; and
- foster good relations across the range of protected characteristics.

The general equality duty expanded the range of those protected under equality legislation to include the following protected characteristics of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The equality duty also covers marriage and civil partnerships, regarding eliminating unlawful discrimination in employment.

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 places a specific duty on the Tay Road Bridge Joint Board to:

- Publish a report on the progress it has made to make the equality duty integral to the exercise of its functions so to better perform that duty.
- Assess the impact of proposed new or revised policies and practice against the needs of the general equality duty.
- Publish a set of equality outcomes which it considers will enable it to better perform the Equality Duty. (Publish new equality outcomes every 2 years).
- Publish a report on the composition, recruitment, development and retention of employees with respect to the number and relevant protected characteristics of employees.
- Publish its equality reports in a manner that is accessible to the public.
- As far as practicable equality reports should use existing public performance reporting systems.
- Report every 2 years on the progress made to achieve the equality outcomes.
- Have due regard that relevant public procurement agreements, conditions should include considerations to enable the Tay Road Bridge Joint Board to better perform the equality duty.

## 2.0 **Progress**

Mainstreaming Equality: The Tay Road Bridge Joint Board's commitment to mainstreaming equality is best demonstrated by its actions to integrate equality into all its mainstream planning structures from the Senior Management Level to front line delivery of service. This is taken forward by:

- Ensuring timely and appropriate reporting of the Equality Duty.
- Identifying gaps in meeting our Equality Duty and make appropriate recommendations.
- Promoting the engagement of people with protected characteristics in service planning.
- Reporting and advising the Tay Road Bridge Joint Board Members and Senior Board Officers on equalities.

The TRBJB team have made changes to infrastructure and in-house procedures between 2019 and 2021 that has improved equality matters. This has included the installation of improved lighting to the walkway across the full length of the bridge and ramps, and the introduction of a Critical Incident Plan that allows a framework for supporting staff to be effectively delivered. The TRBJB also have a new website that has been launched to improve community engagement and information sharing about local events and bridge status. Management have also undertaken training about how to avoid unconscious bias during staff recruitment.

## 3.0 **Assessing the Impact and Reviewing Policies and Practices**

All policies adopted by the Tay Road Bridge Joint Board are assessed for their impact on Equalities issues by means of Equalities Impact Assessments (EQIA) where appropriate using Dundee City Council guidance.

## 4.0 **Equality and Diversity Training:**

The Tay Road Bridge is committed to providing ongoing Equality and Diversity Awareness training for all staff. Staff are made aware of equalities issues as part of the induction process and further specific training provided via third party trainers to support staff as required and determined through Employee Development Reviews.

The Tay Road Bridge Joint Board Elected Members are briefed in the Equality Act Duties by Officers from their own Council.

## 5.0 **Equality Outcomes**

The Tay Road Bridge Joint Board's Equality Outcomes 2021-2023 are set out in Appendix 2 of this report.

Outcome number 1 aims to increase the awareness of mental health issues throughout the TRBJB workforce and has been chosen to build on the training

delivered previously around stress management, mindfulness, and resilience to make sure that staff feel equipped to maintain a healthy lifestyle. This is deemed to be particularly important following the emergence of the Covid-19 pandemic and the additional pressures that this has inevitably added to everyday life for people.

Outcome 2 looks to understand how the new website has been received by the public and will allow TRBJB management to make further improvements as may be necessary.

Outcome number 3 and 4 focus on increasing awareness about religion, and hidden disabilities, with the aim of to make the TRBJB work place an inviting and welcoming place to work for all.

Further improvements to the bridge infrastructure are also planned with a Signs Project planned for 2022 to make the walkway more comfortable to use for all user groups. This is highlighted as Outcome 6.

Other Outcomes look to increase staff and public awareness around wider social issues, such as sexual orientation and gender reassignment, by flying flags on the bridge or bridge administration office, and then using TRBJB social media to provide an explanation of what each flag represents. The aim of this is to promote the bridge as a community asset for all user groups.

## 6.0 **Occupational Segregation**

There are a number of posts which are dominated by one gender. These posts are traditionally occupied by males although all jobs and descriptions are non-gender specific. The Tay Road Bridge Management team attended an external training course in 2020, delivered by Equate Scotland to avoid unconscious bias recruitment. This training will be included as standard on managers continuous professional development (CPD) plans.

## 7.0 **Equal Pay Statement**

The Tay Road Bridge Joint Board is committed to the principle that all of our employees should receive equal pay for doing equal work, or work of equal value. The Tay Road Bridge Joint Board is also an equal opportunities employer and positively values the different backgrounds, perspectives and skills that a diverse workforce brings. The Tay Road Bridge Joint Board is committed to review it's pay and grading structure on a regular basis in line with appropriate guidance and take appropriate remedial action if necessary.

## 8.0 Employee Equality Monitoring

### Duties

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires all listed public authorities to take steps to gather information on the composition of the authorities workforce and information on recruitment, development and retention of employees relating to the relevant protected characteristics.

The public sector equality duty covers the following characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The purpose of the legislation is to ensure that public authorities:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.

### Information

The information detailed in this report had been completed from a number of different and independent information systems, including staff questionnaires, training records/databases, as well as paper based records.

The Equality Act requires local authorities to report on the composition of the authorities' employees.

For data protection purposes no record of less than five has been reported in the attached appendices.

### Non Disclosure of Equality Information

The following levels of non disclosure of information from existing employees were recorded:

Topic	Non Disclosure Rate
Disability	0%
Race	0%
Religion and Belief	20%
Sexual Orientation	0%
Marriage and Civil Partnership	0%



The new start form for the Tay Road Bridge Joint Board includes all protected characteristics stipulated in the Equality Act. It is anticipated that the rates of non disclosure will gradually reduce if information is collected when employees commence their employment. Resource Link will be developed to hold the protected characteristic information and in addition further developments are underway to ensure that details of appraisals, training and development, disciplinary, etc, are recorded.

A significant number of Tay Road Joint Board employees provided their details across the four strands covered in the table. On average most of employees provided their equality information.

#### Recruitment

The statistics gleaned from the Equalities Questionnaire attached to the applications are given in Appendix 3.

#### Further Action

Equality monitoring issues will be reported to the Tay Road Bridge Joint Board on an annual basis as per the Single Equalities Scheme and any resulting actions will be taken by the Senior Officers of the Board.

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Appendix 1

**Tay Road Bridge Joint Board  
Equality Outcomes  
2019 – 2021**

**Review**

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## Equality Outcomes 2019 - 2021

Outcome	Actions	Target Date	Progress Made
1. Increase awareness of mental health issues throughout the Tay Road Bridge work force to help people cope with the rigours of day-to-day life to improve wellbeing and reduce sickness absences.	Consider rolling out the following initiatives: <ul style="list-style-type: none"> <li>• Develop a mindfulness programme for employees.</li> <li>• Support delivery of relaxation programmes <b>First Delivered 2018</b></li> <li>• Develop Manager’s awareness training on mental health <b>First Delivered 2019</b></li> </ul>	Autumn 2021	<b>This forms part of an ongoing programme of events. 17 members of staff undertook mindfulness and relaxation sessions. Some reported that techniques learned will help them manage their day-to-day life with more confidence. Carry Forward to 2021-2023.</b>
2. Vulnerable people and staff will feel supported and equipped to deal with emotional issues following critical incidents	Maintain high levels of training for staff to assist members of the public TRB will ensure that staff can easily access a member of the Critical Incident Response Team and this will be promoted to staff	<b>Completed</b>	<b>Critical Incident procedures are now in place. This sign posts staff towards accessible emotional support networks.</b>
3. Improve infrastructure around bridge to make sure the bridge is accessible to all protected user groups	Improve lighting levels on bridge walkway	<b>Completed</b>	<b>Installation of LED street lighting on bridge walkway and ramps has increased light levels in critical pedestrian areas to help users feel safe.</b>

Outcome	Actions	Target Date	Progress Made
4. Bridge information is accessible in suitable mediums for all groups	Engage and consult with local communities to eliminate disadvantage Give consideration to designing a public questionnaire regarding website to gather information to check service delivery is effective to all groups and improve as required. E.g. can you always access information confirming bridge restriction status when you need it?	Spring 2020	Public Questionnaire issued via social media May 2019. New website created as a result and launched in 2021. Design of a public questionnaire to check effectiveness still to be delivered. <b>Carry Forward to 2021-2023.</b>
5. An increased proportion of people with protected characteristics are supported to enter employment	Consideration of training for the Tay Road Bridge Management team to avoid unconscious bias recruitment as posts need to be filled	<b>Completed</b>	Now forms part of managers CPD. This has assisted managers to carefully consider interview questions to make sure they do not favour any one group.

Appendix 2

**Tay Road Bridge Joint Board  
Equality Outcomes  
2021 – 2023**

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## Equality Outcomes 2021 - 2023

No.	Outcome	Actions	Target Date
1	Increase awareness of mental health issues throughout the Tay Road Bridge work force	<p>Roll out initiatives:</p> <p>Develop a mindfulness programme for employees.</p> <p>To continue to support the delivery of relaxation programmes to staff.</p> <p>Rollout Manager's awareness training on mental health</p>	Autumn 2022
2	Bridge information is accessible in suitable mediums for all groups	<p>Engage and consult with local communities to eliminate disadvantage</p> <p>Give consideration to designing a public questionnaire regarding the new website to gather information to check service delivery is effective to all groups as hoped and improve as required.</p>	Winter 2022
3	Increase knowledge and understanding of staff about religion and belief in the workplace to demonstrate inclusivity.	Consider formal training for managers and staff to raise awareness and understanding.	Autumn 2023

No.	Outcome	Actions	Target Date
4	Increase awareness of hidden disabilities to Tay Road Bridge work force	Consider formal training for managers and staff to raise awareness and understanding.	Autumn 2023
5	Raise awareness and understanding regarding sexual orientation and gender reassignment	Use flag poles fixed to the Tay Road Bridge Walkway to fly flags that demonstrate our commitment to supporting communities, e.g transgender flag, and explain the reasoning behind the flags on our social media pages and website	Summer 2023
6	Increase awareness that the bridge walkway / Dundee is a safe crossing for commuting or social enjoyment.	Deliver signage on the bridge walkway that is universally understood, and work with the third sector to help with initiatives that promote healthy living, both from physical and mental standpoints	Autumn 2022

Appendix 3 – Equalities Statistics

Please note for all tables:

***The Equality and Human Rights Commission guidance states that sub-sets of less than 10 should not be published. The guidance also ensures compliance with the Data Protection Act. Sub-sets of less than 10 are reported as "\*" above.***

<b>Table 1 - Occupational Segregation by Grade 1 January to 31 December 2021</b>		
<b>TRB Grades</b>	<b>Men</b>	<b>Women</b>
3-6	*	*
7-9	*	*
10-12	*	*
Above 12	*	*
Totals	*	*

**At 31 December 2021. On average men earned a higher hourly rate than women, with an average gender pay gap calculated at 4.84%. Therefore, for every pound a man earns, a women earns 95pence. Please note that all men and women are paid the same if they are on the same pay grade.**

**Table 2 Job Applicants and Existing Employees broken down by Age for 1 January to 31 December 2021**

Age	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Up to 20		*								
21 - 30	*	22			*	*	*			
31 - 40	*	35			*	*	*			
41 - 50	*	25			*	*	*			*
51 - 60	*	19	*		*	*	*		*	
61 - 70	*	*			*	*	*			
No Entry										

No Entry - Applicant/Employee chose not to answer this question

Please note that the Tay Road Bridge has had no “Dismissals” for the period 1 January to 31 December 2021

**Table 3 Job Applicants and Existing Employees broken down by Disability for 1 January to 31 December 2021**

Age	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Yes	*	*			*	*	*			
Yes-No Entry										
Yes- Sensory Impairment										
Yes-Physical Impairment										
Yes-Longstanding Illness or Health Condition										
Yes- Mental Health Condition										
Yes-Other										
Yes-Learning Disability or Cognitive Impairment										
Yes-Prefer not to Answer										
No	19	103	*			19	19		*	*
Prefer Not to Answer		*								
No Entry (Chose not to answer)		*								

**Table 4 Job Applicants and Existing Employees broken down by Race for 1 January to 31 December 2021**

Race	Employees in post	Job Applications No information available on this metric	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
African-(Inc.Scottish/British)										
African-Other (Inc.Scottish/British)	*				*	*	*			
Asian-Bangladeshi (Inc.Scottish/British)										
Asian-Chinese (Inc.Scottish/British)										
Asian-Indian (Inc.Scottish/British)										
Asian-Other (Inc.Scottish/British)										
Asian-Pakistani (Inc.Scottish/British)	*									
Carribbean or Black - Black (Incl.Scottish/British)										
Caribbean or Black - Caribbean (Inc.Scottish/British)										
Caribbean or Black - Other (Inc.Scottish/British)										
Gypsy/Traveller										
Mixed or Multiple Ethnic Group										
No Entry										
Arab-Other (Inc.Scottish/British)										
Arab-Arab (Inc.Scottish/British)										
Other Ethnic Background										
Prefer Not to Answer										
White-Eastern European										
White-Irish										
White-Other British	*	*			*	*	*			
White-Other White Ethnic Group										
White-Scottish	17	*	*		17	17	17		*	*

**Table 5 Job Applicants and Existing Employees broken down by Gender for 1 January to 31 December 2021**

Gender	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Female	*	*			*	*	*			*
Male	18	103	*		18	18	17		*	
No Entry										
Other										
Prefer Not to Answer										



Table 6

**NOTE: NO INFORMATION AVAILABLE TO TRBJB ON THIS METRIC  
Job Applicants and Existing Employees broken down by Religion  
or Belief for 1 January to 31 December  
2021.**

Religion or Belief	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Buddhist										
Church of Scotland										
Hindu										
Jewish										
Muslim										
No Entry										
None										
Other Christian										
Other Religion or Belief										
Prefer Not to Answer										
Roman Catholic										
Sikh										

Table 7

**Job Applicants and Existing Employees broken down by Sexual Orientation  
January to 31 December 2021**

Gender	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Hetrosexual/Straight	20	104	*		20	20	20		*	*
Bi-sexual										
Gay		*								
Lesbian										
Prefer Not to Answer										

**NOTE: NO INFORMATION AVAILABLE TO TRBJB ON THIS METRIC**  
**Job Applicants and Existing Employees broken down by Marriage/Civil Partnership for**  
**1 January to 31 December 2021**

**Table 8**

	Employees in post	Job Applications	Successful Applicants	Part Time - Employees	Full Time - Employees	Training & Development	Annual Employee Development Review	Employees Lodging Grievance	Employees Subject to Disciplinary Procedures	Leavers excl. Dismissals
Mariage/Civil Partnership										
Married/Civil Partnership										
Single										
Living with Partner										
Divorced/Separated										
Widowed										
Prefer Not to Answer										

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<b>ITEM No ...5.....</b>
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**REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 28 FEBRUARY 2022**

**REPORT ON: TENDER REPORT – NEW FIRE ALARM SYSTEM**

**REPORT BY: BRIDGE MANAGER**

**REPORT NO: TRB6-2022**

## **1.0 PURPOSE OF REPORT**

1.1 To authorise the appointment of Willmott Dixon Construction Ltd to install a new wireless fire alarm system in the Administration Office, lean-to garage, Dundee and Fife Abutments and the Kiosk.

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that:

- The Clerk to the Board be instructed to accept the offer of £113,353.35 from Willmott Dixon Construction Ltd, directly awarded through the Places for People Procurement Hub Framework. The contract will be delivered by Robertson Construction Tayside Ltd as the locally named sub-contractor for Scotland.
- The overall expenditure of £138,623.42 be authorised which includes an allowance of £19,270.07 for professional fees associated with design, tender preparation and site supervision, and £6000 contingency.

## **3.0 FINANCIAL IMPLICATIONS**

3.1 The Treasurer advises that the above expenditure can be met from the allowance for the Miscellaneous Projects budget allocation within the Capital Budget for 2021/22 and 2022/23.

## **4.0 BACKGROUND**

4.1 During the Control Tower refurbishment in 2019, Dundee City Council supervising electrical engineers identified the existing fire alarm system as aged and advised that we consider replacing it in the near future to ensure that the system continued to be reliable. A reliable fire alarm system is critical to the health and safety of the TRBJB staff.

4.2 The proposed works comprise the installation of a new fire alarm control panel and wireless fire alarm system in the Administration Building and lean-to garage and Dundee abutment and a new wired system for the Fife abutment and the Kiosk.

4.3 The offer from Willmott Dixon Construction Ltd of £113,353.35 has been checked and is considered competitive and as such it is recommended that the offer be accepted. An allowance of £25,270.07 for professional fees and contingencies requires to be added. The Places for People Procurement Hub Framework is a framework delivered by Dundee City Council in accordance with Best Value, its performance is continually monitored in terms of project delivery, outcomes and costs in comparison to the external market.

**5.0 POLICY IMPLICATIONS**

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major implications.

**6.0 CONSULTATIONS**

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

**7.0 BACKGROUND PAPERS**

7.1 None

**ALAN HUTCHISON  
BRIDGE MANAGER  
10 FEBRUARY 2022**

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

**REPORT TO:** TAY ROAD BRIDGE JOINT BOARD – 28 FEBRUARY 2022

**REPORT ON:** TENDER REPORT – ADMINISTRATION OFFICE ELECTRICAL DISTRIBUTION BOARD REPLACEMENT

**REPORT BY:** BRIDGE MANAGER

**REPORT NO:** TRB5-2022

**1.0 PURPOSE OF REPORT**

1.1 To authorise the appointment of Willmot Dixon Construction Ltd to replace an obsolete electrical distribution board in the Administration Office.

**2.0 RECOMMENDATIONS**

2.1 It is recommended that:

- The Clerk to the Board be instructed to accept the offer of £62,284.27 from Willmot Dixon Construction Ltd, directly awarded through the Places for People Procurement Hub Framework. The contract will be delivered by Robertson Construction Tayside Ltd as the locally named sub-contractor for Scotland.
- The overall expenditure of £76,504.40 be authorised which includes an allowance of £10,680.14 for professional fees associated with design, tender preparation and site supervision, and £3000 contingency.

**3.0 FINANCIAL IMPLICATIONS**

3.1 The Treasurer advises that the above expenditure can be met from the allowance for the New Distribution Board Administration Office budget allocation within the Capital Budget for 2022/23.

**4.0 BACKGROUND**

4.1 During the 2019 Control Tower refurbishment Dundee City Council Engineers advised the replacement of an aging electrical distribution board within the ground floor of the Administration Building. This distribution board controls all the lights, socket outlets and heating within the Administration Building. Failure of this distribution board would impact business continuity.

4.2 The offer from Willmot Dixon Construction Ltd of £62,284.27 has been checked and is considered competitive and as such it is recommended that the offer be accepted. An allowance of £13,680.13 for professional fees and contingencies requires to be added. The Places for People Procurement Hub Framework is a framework delivered by Dundee City Council in accordance with Best Value, its performance is continually monitored in terms of project delivery, outcomes and costs in comparison to the external market.

**5.0 POLICY IMPLICATIONS**

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major implications.

**6.0 CONSULTATIONS**

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

**7.0 BACKGROUND PAPERS**

7.1 None

**ALAN HUTCHISON  
BRIDGE MANAGER  
10 FEBRUARY 2022**



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

**REPORT TO:** TAY ROAD BRIDGE JOINT BOARD – 28 FEBRUARY 2022

**REPORT ON:** RESPONSE TO INTERNAL AUDITOR'S REPORT ON PAYROLL

**REPORT BY:** THE BRIDGE MANAGER

**REPORT NO:** TRB7 - 2022

**1.0 PURPOSE OF REPORT**

1.1 This report is in response to Internal Audit Report No. 2022/02, prepared by the Board's Internal Auditor, Henderson Loggie, on Payroll. A copy of the Internal Auditor's report is included at appendix 1.

**2.0 RECOMMENDATIONS**

2.1 It is recommended that the Board:-

- i) Endorse this report as the formal response to the Internal Auditor's report No. 2022/02.

**3.0 FINANCIAL IMPLICATIONS**

3.1 There are no financial implications associated with this report.

**4.0 BACKGROUND**Introduction

4.1 The Board's Internal Audit Needs Assessment and Strategic Plan 2019 – 2022 (Report No. 2020/01) is reviewed at least annually by Senior Management in conjunction with Henderson Loggie to take account of any changes in the Board's risk profile. This 2020/21 review is reported in Henderson Loggie's Internal Audit Annual Plan 2020/21 (Report No. 2021/01) and identified Payroll as an area of risk to the Board. Review of this area of risk was carried out by Henderson Loggie in December 2021 to obtain reasonable assurance that the related control environment is operating effectively, ensuring risk is maintained at a reasonable level.

**5.0 REPORT**

5.1 Internal Auditor's Report 2022/02

Overall the report concluded that the systems met control objectives and provided a good level of assurance. There were no recommendations made but one point of weakness identified two occasions where timesheets relating to overtime had not been signed by the employee. In both cases it was acknowledged that this was down to a combination of staff homeworking and working patterns, relating to the Covid-19 pandemic.

**6.0 POLICY IMPLICATIONS**

6.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major implications.

**7.0 CONSULTATION**

7.1 The Clerk, Treasurer and the Engineer 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  
10 FEBRUARY 2022**

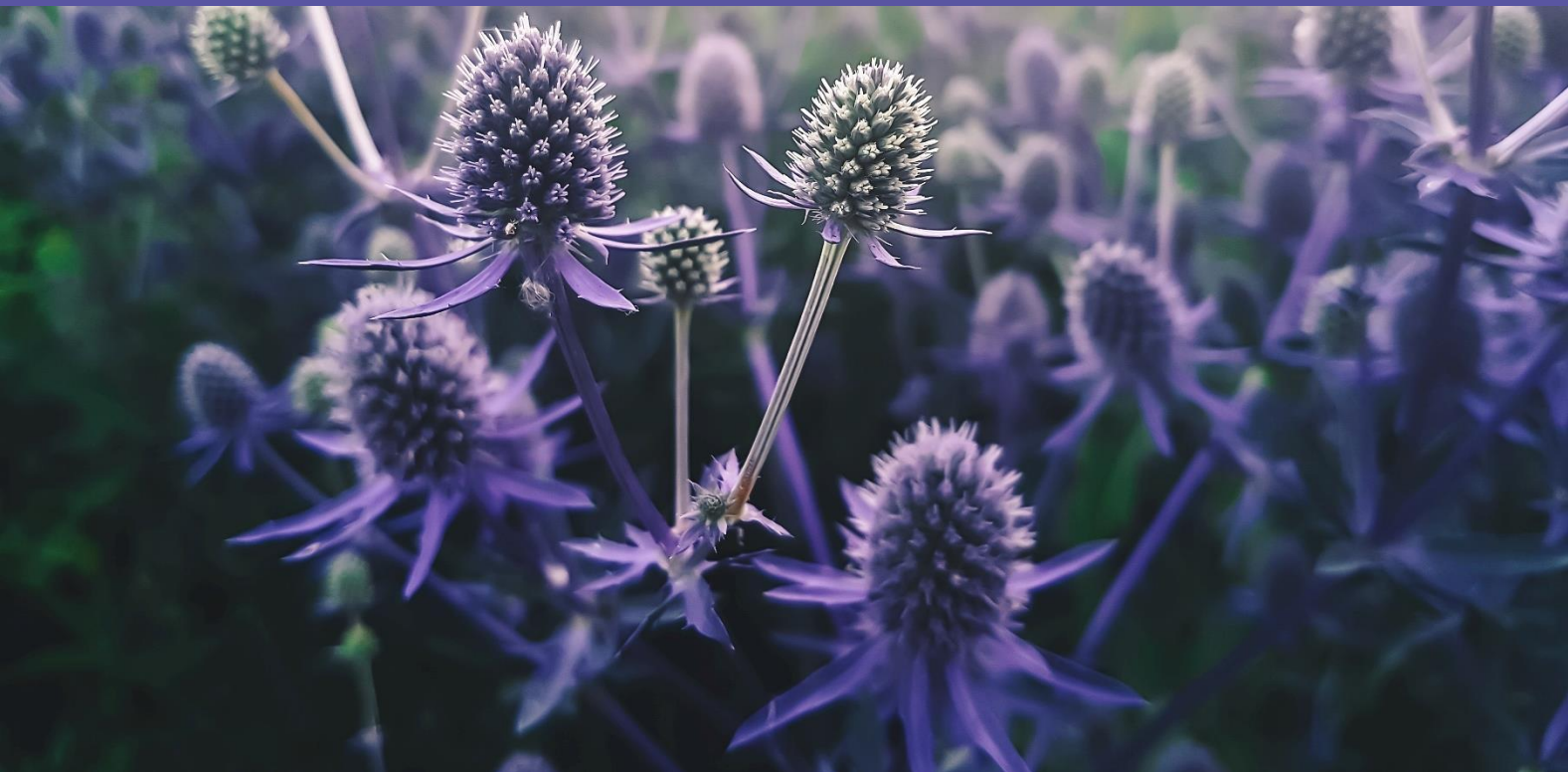
# Tay Road Bridge Joint Board

## Payroll

Internal Audit report No: 2022/02

Draft issued: 1 February 2022

Final issued: 2 February 2022



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## Level of Assurance

In addition to the grading of individual recommendations in the action plan, audit findings are assessed and graded on an overall basis to denote the level of assurance that can be taken from the report. Risk and materiality levels are considered in the assessment and grading process as well as the general quality of the procedures in place.

Gradings are defined as follows:

<b>Good</b>	System meets control objectives.
<b>Satisfactory</b>	System meets control objectives with some weaknesses present.
<b>Requires improvement</b>	System has weaknesses that could prevent it achieving control objectives.
<b>Unacceptable</b>	System cannot meet control objectives.

## Action Grades

<b>Priority 1</b>	Issue subjecting the organisation to material risk, and which requires to be brought to the attention of management and the Joint Board.
<b>Priority 2</b>	Issue subjecting the organisation to significant risk, and which should be addressed by the Bridge Manager.
<b>Priority 3</b>	Matters subjecting the organisation to minor risk or which, if addressed, will enhance efficiency and effectiveness.



## Management Summary

### Overall Level of Assurance

<b>Good</b>	System meets control objectives.
-------------	----------------------------------

### Risk Assessment

This review focused on the controls in place to mitigate the following risks on the Tay Road Bridge Joint Board's ('the Board') Risk Register:

- 3 - Effects of changes to Economy – budget limitations etc. (risk rating: medium);
- 9 - Lack of financial resources (risk rating: medium); and
- 10 - Lack of staff resources:- Pandemic, Industrial Action, Recruitment problems (risk rating: low)

### Background

As part of the Internal Audit programme at the Tay Road Bridge Joint Board ("the Board") for 2021/22 we carried out a review of the organisation's key internal controls surrounding Payroll. The Audit Needs Assessment, issued in November 2019, identified this as an area where risk can arise and where Internal Audit can assist in providing assurances to the Joint Board and Bridge Manager that the related control environment is operating effectively, ensuring risk is maintained at an acceptable level.

The Board has a Service Level Agreement (SLA) in place with Dundee City Council ('the Council') for the provision of payroll processing services. The calculation of net pay and the production of payslips is carried out by the Council, using its Resourcelink payroll software. All data relating to new employees, leavers, and variations to pay for existing employees is entered by a member of staff at the Board, utilising a secure direct link to the Council's payroll software.



## Payroll

### Scope, Objectives and Overall Findings

To undertake a high-level review of all key aspects of Payroll, including an examination of payments, authorisations and changes to payroll data. The audit covered activities undertaken by the Board but not the Dundee City Council systems.

The table below notes each separate objective for this review and records the results:

Objective	Findings		
	1	2	3
<b>The objective of our audit was to:</b>			
	<b>No. of Agreed Actions</b>		
1. All new posts are appropriately approved.	<b>Good</b>	0	0
2. Starters and leavers are properly treated and enter and leave the payroll system at the correct dates.	<b>Good</b>	0	0
3. Overtime payments and other variations to pay are properly authorised, processed, and recorded.	<b>Good</b>	0	0
4. There is robust approval and checking of changes to employee standing data.	<b>Good</b>	0	0
5. Monitoring information is adequate for identifying incorrect payroll payments and to allow budget holders to manage their budgets effectively.	<b>Good</b>	0	0
<b>Overall Level of Assurance</b>	<b>Good</b>	<b>0</b>	<b>0</b>
		System meets control objectives.	

### Audit Approach

From discussion with relevant staff, and review of procedural documentation, we identified the key internal controls in place within the payroll system and compared these with expected controls. Audit testing was then carried out to ensure that the controls in place are operating effectively.



## Summary of Main Findings

### **Strengths**

- All new posts, and changes to existing posts, had been appropriately discussed and approved by the Board and clearly documented in Board meeting minutes;
- Sample testing confirmed that both starters and leavers had been properly treated and the Resourcelink system had been accurately updated so that staff entered and left the payroll system at the correct date and were not overpaid;
- Sample testing confirmed that overtime payments and other variations to pay had been properly authorised, processed, and recorded within the payroll system;
- There was robust approval and checking of changes to employee standing data and all changes had been correctly input in to Resourcelink; and
- Monitoring information was effective in adequately identifying incorrect payroll payments and allowing budget holders to manage their budgets effectively, given the size and nature of the organisation.

### **Weaknesses**

- Testing identified two instances where timesheets relating to overtime payments had not been signed by the relevant employees. In both cases this was due to a combination of the shift working patterns of the employees and home working arrangements for the Administration Officer during the COVID-19 pandemic. These factors made it difficult to co-ordinate with the Administration Officer for signing of the relevant documentation. In both instances the timesheets had been correctly authorised by an appropriate supervisor and verified by either the Administration Officer or Bridge Manager before then being input into Resourcelink. Therefore we have not raised a recommendation on this point.

## Acknowledgment

We would like to take this opportunity to thank the staff at the Board who helped us during the course of our audit visit.





## Main Findings and Action Plan

### Objective 1 – All new posts are appropriately approved

A staffing establishment is in place at the Board and all newly created posts must be authorised by the Bridge Manager. Proposals for new posts are to be formally documented and submitted to the Board. At the time our review was performed there had been no new posts created during the year.

### Objective 2 - Starters and leavers are properly treated and enter and leave the payroll system at the correct dates

Through discussion with the Administration Officer and review of records, we noted that there had been only one starter and one leaver during the year. Audit testing was carried out for both employees to ensure that the appropriate processes had been correctly followed for both starters and leavers, including confirming that appropriate approvals were in place and that the correct starting and leaving dates had been entered into the payroll system.

For starters, following successful application and interview of a candidate, an Appointment Letter and Statement of Particulars (detailing job title, salary and date of commencement) is issued to the new start for acceptance. Following signed acceptance from the employee, these documents are held in their employee file and details added to the payroll system. Upon starting the position, a starters form is completed by the line manager and checked by the Administration Officer and signed to evidence those checks. As part of our testing the starters form was checked to ensure that the details on the form were correctly input into the payroll system. No differences were noted. A starters checklist is also completed and confirms details about the employee and ensures that appropriate documentation (NI number, references, qualifications) have been reviewed and P45/46 sent to HMRC. From our testing it was found that all the appropriate documentation had been completed and signed where required. The first payslip was reviewed for accuracy and found to have been correctly calculated in line with the employee start date and salary. The start date on Resourcelink was agreed to the date listed on the starters form and therefore the starters process had been correctly followed.

For leavers, the staff member must inform the Board of their leaving date by issuing a letter of resignation to which an acceptance will be issued to confirm the leaving date. Following notification of resignation, a leavers checklist is completed by the Administration Officer to ensure the correct procedure is followed. The leavers checklist that the Board uses does not highlight the post number but does note the name of the leaver and lists any items which need to be recovered. These items are then ticked off as they are received, and the checklist is signed and dated by the Administration Officer to confirm complete. During testing it was found that the leaving date per the resignation letter was input in to Resourcelink in a timely manner and matched the resignation date per the leavers checklist, with the date of input recorded on the checklist. It was also found that the correct paperwork was filled out to inform pension providers and HMRC of the staff members leaving date and was submitted in sufficient time. The final payslip was reviewed for accuracy and found that all appropriate adjustments had been made and any outstanding annual leave had been paid. The leaving date on Resourcelink was agreed to the date listed on the leavers' checklist, confirming that leavers information has been input correctly.



**Objective 3 - Overtime payments and other variations to pay are properly authorised, processed, and recorded**

Overtime is recorded on timesheets, which detail a brief description of the work done, which are then signed by the staff member, their line manager and a second authorised signatory, being either the Administration Officer or Bridge Manager. Prior to July 2021, details of the overtime were input to Resourcelink by the Administration Officer for Maintenance staff and by the Operations Manager for all Operations staff. Since July 2021, this distinction has been removed to simplify the overtime process with the Administration Officer now inputting details for all staff. The Administration Officer maintains a spreadsheet which records all variations and is signed and dated when overtime is entered in Resourcelink.

Payslips are generated by the Dundee City Council Payroll department and are uploaded to Resourcelink which allows overtime payments to be reviewed and compared to the overtime spreadsheet and timesheets held by the Administration Officer. This check is recorded and signed to confirm that it has been done. The Bridge manager then signs a control sheet to verify that the overtime per payslips has been correctly reconciled to that per timesheets.

Sick pay is calculated automatically by the payroll system. Staff who are off sick must fill in an absence notification form to verify the dates they were off sick. This is then signed by the staff member and their supervisor. The Administration Officer then inputs this information in to Resourcelink and the date is recorded.

As part of our audit testing, a sample of 15 overtime payments from during the year were reviewed to ensure that they had been properly authorised, processed and recorded in line with the Board's procedures and that they agreed to the details recorded per the timesheets. In all cases it was found that the timesheets had been correctly authorised by an appropriate supervisor and verified by either the Administration Officer or Bridge Manager before then being input into Resourcelink. For payments in all months reviewed, the monthly payroll control sheet had been signed by the Bridge Manager. We noted for two of the payments sampled that the timesheets had not been signed by the employees themselves. When discussed with the Administration Officer it was noted that in both cases the employees had both been working on a shift pattern outside of standard office hours meaning that it was difficult at times to arrange for timesheets to be physically signed at a time when both the Administration Officer and employees were available. It was also noted that the Administration Officer was confident that the timesheets were accurate as they have been countersigned by the supervisor and we obtained reassurances that extra efforts are being made to ensure that in future all timesheets are signed by the employee themselves.

**Objective 4 - There is robust approval and checking of changes to employee standing data**

Changes to employee personal details are recorded on an 'amendments to staff details' form, which is signed by the employee and the Administration Officer before being input into the payroll system. The form is also signed as authorised by the Bridge Manager.

Through discussion with the Administration Officer, it was found that there had been no changes to employee standing data during the year. Employees can submit changes directly as they arise, and in addition to this, employees are periodically requested to confirm the accuracy of their data to the Administration Officer. The last check was carried out in November 2021 when all employees were emailed to confirm that details held on file, such as bank details and address, were accurate. To date there have been no changes made as a result of this check (although it was noted that some responses were outstanding at the time of testing)

**Objective 5 - Monitoring information is adequate for identifying incorrect payroll payments and to allow budget holders to manage their budgets effectively**

Each month a payroll reconciliation is prepared by the accountant from Dundee City Council which shows total payroll costs per month, breakdown by staff type (Administration, Operations and Management) and variations from previous months. These are reviewed by the Administration Officer to ensure that these are in line with expectations and no errors have been made. Examples of these reconciliations were reviewed with the Administration Officer to confirm the accuracy with the information held in Resourcelink. No differences were noted.

The Bridge Manager gains additional comfort from the double-checking of payroll information that is input to the Resourcelink system by the Administration Officer. Payslips are issued to the Board by Dundee City Council before they are sent out to employees. The Administration Officer checks these to ensure that any alterations to pay for that period (overtime, stand by allowances and sick pay) are accurate. The Administration Officer records the checks performed and signs the monthly record to confirm. A control sheet is then signed by the Bridge Manager to acknowledge that all payslips have been checked and overtime authorised. If any differences are noted, Dundee City Council would be notified. It is also recognised that the accountant at Dundee City Council also performs checks each month and would alert the Board if any unexpected differences were identified.

Once the payment is made the Board receives a summary from Dundee City Council which is then reconciled to the accountant's report. This step is also used for monitoring actual expenditure against approved budgets.

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**ITEM No ...8.....**

**REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 28 FEBRUARY 2022**

**REPORT ON: REVENUE MONITORING – 10 MONTHS TO 31 JANUARY 2022**

**REPORT BY: THE TREASURER**

**REPORT NO: TRB 2-2022**

## **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 January 2022.

## **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 a break-even position based on the financial information available at 31 January 2022 (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 break-even position, if it materialised, would result in a General Fund Reserve of £1,160,591 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 underspend of £4,000 is projected in relation to Administration Staff Costs. This is due to the original budget for an established post being at the top of the salary scale for a post vacated by a retiree with the replacement starting lower down the salary scale.

3.8 An underspend of £3,000 is projected in relation to Administration Supplies and Services Costs. This is a result of a new contract being awarded.

3.9 An underspend of £8,000 is projected in relation to Operations Staff Costs. This is due to a saving of £34,000 due to the removal of a vacant Operations Officer post from the establishment as part of the restructure and a saving of £17,000 in overtime costs as a result of the new working patterns. This is offset by increased salary costs of £43,000 as a result of changes to operational working and staffing structure since July 2021 (see TRB 11-2021).

- 3.10 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 3.14 below.
- 3.11 An underspend of £19,000 is projected in relation to Plant and Equipment Supplies and Services. This is in relation to the hire of a safety boat as there is not anticipated to be any requirement for further hires beyond the standard six month contract period, and reduced expenditure on plant hire and materials.
- 3.12 An overspend of £11,000 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 and a saving of £13,000 in overtime costs as a result of the new working patterns.
- 3.13 An underspend of £6,000 is projected in relation to Bridge Maintenance Property Costs. This is due to a reduction in ground maintenance expenditure due to lower maintenance planting installed in previous year.
- 3.14 An overspend of £24,000 is projected in relation to Bridge Maintenance Supplies and Services. This is due to increased Covid 19 cleaning regime for the toilets at Fife car park of £30,000. This is offset by a saving of £6,000 in de-icing materials due to the relatively mild winter to date.
- 3.15 An underspend of £5,000 is projected in relation to Bridge Maintenance Third Party Payments. This is due to no miscellaneous inspections and reports being required this year.
- 3.16 Decreased income of £10,000 is projected in relation to Interest on Revenue Balances. This is due to lower than anticipated interest rates.
- 3.17 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**

**15 FEBRUARY 2022**

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**TAY ROAD BRIDGE JOINT BOARD****REVENUE MONITORING AS AT 31 JANUARY 2022**

	Revenue Budget 2021/22 £	Expenditure to 31 January 2022 £	Final Projection 2021/22 £	Variance from Budget £	Paragraph Reference
<b>EXPENDITURE</b>					
<u>Administration</u>					
Staff Costs	191,072	155,923	187,072	(4,000)	3.7
Property Costs	30,650	22,575	30,650	-	
Supplies and Services	140,428	113,389	137,428	(3,000)	3.8
Transport Costs	300	299	300	-	
Third Party Payments	110,146	83,232	110,146	-	
	472,596	375,418	465,596	(7,000)	
<u>Operations</u>					
Staff Costs	521,204	412,606	513,204	(8,000)	3.9
Supplies and Services	8,400	4,730	8,400	-	
	529,604	417,336	521,604	(8,000)	
<u>Plant and Equipment</u>					
Property Costs	22,000	21,788	28,000	6,000	3.10
Supplies and Services	159,000	152,134	140,000	(19,000)	3.11
Transport Costs	33,100	28,544	33,100	-	
Third Party Payments	7,750	994	7,750	-	
	221,850	203,460	208,850	(13,000)	
<u>Bridge Maintenance</u>					
Staff Costs	307,500	244,940	318,500	11,000	3.12
Property Costs	26,000	21,569	20,000	(6,000)	3.13
Supplies and Services	49,750	51,199	73,750	24,000	3.14
Transport Costs	200	-	200	-	
Third Party Payments	21,200	15,000	16,200	(5,000)	3.15
	404,650	332,708	428,650	24,000	
<b>GROSS EXPENDITURE</b>	1,628,700	1,328,922	1,624,700	(4,000)	
<b>INCOME</b>					
Scottish Government Revenue Grant	1,606,327	1,113,763	1,606,327	-	
Interest on Revenue Balances	11,760	-	1,760	(10,000)	3.16
Kiosk Rent	10,213	7,658	10,213	-	
Miscellaneous	400	16	6,400	6,000	3.17
<b>GROSS INCOME</b>	1,628,700	1,121,437	1,624,700	(4,000)	
<b>TOTAL NET DEFICIT / (SURPLUS) MET FROM GENRAL RESERVE BALANCES</b>	-	207,485	-	-	

**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 January 2022 £</b>	<b>2021/2022 Projected £</b>
1	Meeting User Expectations	884,426	702,557	869,426
2	Fiscally Sustainable	87,896	86,102	87,896
3	Transparent Governance and Clear Decision-Making Processes	19,378	1,560	19,378
4	A Modern, Diverse and Well-Trained Workforce	16,500	5,271	16,500
5	Quality and Standards	<u>620,500</u>	<u>533,432</u>	<u>631,500</u>
	<b>TOTAL GROSS EXPENDITURE</b>	<b><u>1,628,700</u></b>	<b><u>1,328,922</u></b>	<b><u>1,624,700</u></b>

**ITEM No ...9.....**

**REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 28 FEBRUARY 2022**  
**REPORT ON: CAPITAL MONITORING - 10 MONTHS TO 31 JANUARY 2022**  
**REPORT BY: THE TREASURER**  
**REPORT NO: TRB 3-2022**

**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 January 2022.

**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 £680,000 (i.e. a reduction of £125,000 compared to the original approved budget) based on the financial ledger information up to 31 January 2022 and this will be funded from 2021/2022 Capital Grant of £680,000.
- 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	180
CP Hardware	(45)
Inspections to Columns and Piers	(22)
Advanced Warning Signs	(230)
New Vehicles	(30)
New Gantries	5
Fife Landfall Improvements	(50)
Paintwork to Box Girders	(25)
Gantry Miscellaneous	(25)
Miscellaneous Projects	66
Dundee Compound Resurfacing	(13)
	---
<b>Total Budget Adjustments</b>	<b>(125)</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 projected expenditure for this contract has been reduced to £220,000. A further £60,000 is expected to be required as the ground penetrating radar survey of the bridge revealed that a larger survey was required than anticipated and these increased costs are for enhanced traffic management and contractor costs. The revised budget for 2021/2022 is anticipated to be £280,000 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. This is not expected to be carried out during 2021/2022. The revised budget for this project is projected to be £5,000.
- 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 £13,000 was also added as professional fee work can only be undertaken after completion of the contractor's work. It is anticipated that these two works will be underspent by £22,000. The revised budget for this project is projected to be £17,000.

- 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 £20,000.
- 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 was £100,000. 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). An additional £5,000 for professional fees is expected. The revised budget for this project is projected to be £105,000.
- 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 was £25,000. This is not anticipated to be spent so the revised budget has been reduced to £nil.
- 4.14 Miscellaneous Projects: The original 2021/2022 budget was £100,000. The revised budget for 2021/2022 is anticipated to be £166,000. 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, £7,000 on a new CCTV workstation equipment, £21,000 on the replacement of the Fife Boundary Wall, £4,000 for management of the Term Consultant contract, and £109,000 on new fire alarms in all buildings (see Tender Report TRB 6-2022 at February 2022 Board).
- 4.15 Dundee Compound Resurfacing: The original 2021/2022 budget was £75,000. 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. It is anticipated that these two works will be underspent by £13,000. The revised budget for this project is projected to be £62,000.

## **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 2020, 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 £680,000 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**

**9 FEBRUARY 2022**

## TAY ROAD BRIDGE JOINT BOARD

## APPENDIX A

TABLE 1: CAPITAL EXPENDITURE MONITORING - 10 MONTHS TO 31 JANUARY 2022

<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 Jan 2022 £000</u>	<u>Projected Outturn 2021/22 £000</u>	<u>Variance from Budget £000</u>
									-
Carriageway Resurfacing	1	100	-	180	-	280	243	280	-
CP Hardware	5	25	25	(45)	-	5	5	5	-
Inspection of Columns and Piers	5	-	39	(22)	-	17	17	17	-
Advanced Warning Signs	1	250	-	(230)	-	20	-	20	
Replacement of Expansion Joints	1	25	-	-	-	25	12	25	-
New Vehicles	5	30	-	(30)	-	-	-	-	-
New Gantries	5	100	-	5	-	105	75	105	-
Fife Landfall Improvements	5	50	-	(50)	-	-	-	-	-
Paintwork to Box Girders	5	25	-	(25)	-	-	-	-	-
Gantry – Miscellaneous	5	25	-	(25)	-	-	-	-	-
Miscellaneous Projects	5	100	-	66	-	166	47	166	-
Dundee Compound Resurfacing	5	<u>75</u>	<u>-</u>	<u>(13)</u>	<u>-</u>	<u>62</u>	<u>37</u>	<u>62</u>	<u>-</u>
<b>Total Gross Expenditure</b>		<b><u>805</u></b>	<b><u>64</u></b>	<b><u>(189)</u></b>	<b><u>-</u></b>	<b><u>680</u></b>	<b><u>436</u></b>	<b><u>680</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>(189)</u>	<u>-</u>	<u>680</u>	<u>428</u>	<u>680</u>	<u>-</u>
<b>Total Funding</b>		<b><u>805</u></b>	<b><u>64</u></b>	<b><u>(189)</u></b>	<b><u>-</u></b>	<b><u>680</u></b>	<b><u>428</u></b>	<b><u>680</u></b>	<b><u>-</u></b>

TABLE 2: Unapplied Capital Grant Projected Carry Forward:

	<b><u>£000</u></b>
<u>Add:</u> Projected Capital Grant Received 2021/2022	805
<u>Less:</u> 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 Jan 2022 £000</u>	<u>2021/2022 Projected £000</u>
1 Meeting User Expectations	375	325	255	325
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>355</u>	<u>181</u>	<u>355</u>
<b>TOTAL GROSS EXPENDITURE</b>	<b><u>805</u></b>	<b><u>680</u></b>	<b><u>436</u></b>	<b><u>680</u></b>