
TAY ROAD BRIDGE JOINT BOARD

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

TO: ALL MEMBERS OF THE TAY
ROAD BRIDGE JOINT BOARD

Date 27th November, 2023

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 4th December, 2023 at 10.00am.

The agenda and papers are enclosed.

Members of the Press or Public wishing to join the meeting should contact Committee Services on telephone (01382) 43211 or by email at committee.services@dundeecity.gov.uk by no later than 12 noon on Friday 1st December, 2023.

Please submit any apologies for absence to Elaine Doak, Committee Services Officer on telephone (01382) 434211 or email elaine.doak@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 11th September, 2023 is submitted for approval (copy attached).

3 OPERATIONAL RESTRICTIONS AND CLOSURES – Page 4

(Report No TRB33-2023 by the Bridge Manager, copy attached).

4 UPDATE ON RESURFACING & MOVEMENT JOINT PROJECT / GANTRY PROJECT - Page 11

(Report No TRB34-2023 by the Bridge Manager, copy attached).

5 HEALTH & SAFETY MONITORING 2023 – Page 14

(Report No TRB32-2023 by the Bridge Manager, copy attached).

6 REVENUE MONITORING – 7 MONTHS TO 31 OCTOBER, 2023 – Page 17

(Report No TRB28-2023 by the Treasurer, copy attached).

7 CAPITAL MONITORING – 4 MONTHS TO 31 OCTOBER, 2023 – Page 22

(Report No TRB29-2023 by the Treasurer, copy attached).

8 REVENUE BUDGET 2024/2025 TO 2026/2027 – Page 28

(Report No TRB30-2023 joint report by the Treasurer and Bridge Manager, copy attached).

9 CAPITAL PLAN 2024/2025 TO 2026/2027 – Page 34

(Report No TRB31-2023 by the Treasurer, copy attached).

10 PROGRAMME OF MEETINGS 2024

It is proposed that the programme of meeting for the Joint Board over 2024 be as follows:-

Monday, 4th March, 2024 - 10.00am
 Monday, 10th June, 2024 - 10.00am
 Monday, 9th September, 2024 - 10.00am
 Monday, 2nd December, 2024 - 10.00am

11 DATE OF NEXT MEETING

The next meeting of the Joint Board will be held on Monday 4th March, 2024 at 10.00am via MS Teams (unless otherwise advised).

At a MEETING of the **TAY ROAD BRIDGE JOINT BOARD** held remotely on 11th September, 2023.

Present:-

Dundee City Council

Councillor Dorothy McHUGH
Baillie Fraser MACPHERSON
Councillor Steven ROME
Councillor Wendy SCULLIN
Councillor Lynne SHORT

Fife Council

Councillor Altany CRAIK
Councillor Louise KENNEDY-DALBY
Councillor Gary HOLT
Councillor Jonny TEPP

Angus Council

Councillor Kenny BRAES

Also Present (Officers):-

Gary BRADY (Engineer)
Andrew HERD (Transport Scotland)
Alan HUTCHISON (Bridge Manager)
Kenny MCKAIG (for Clerk)
Eilidh MCARTHUR (Audit Scotland)
Billy MINTO (Transport Scotland)
John MOIR (for Treasurer)
Richard SMITH (Audit Scotland)

Councillor Gary HOLT, Chairperson, in the Chair.

Apologies for absence were submitted on behalf of Councillor Allan Knox.

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 19th June, 2023 was submitted and approved.

III OPERATIONAL RESTRICTIONS AND CLOSURES

There was submitted Report No TRB26-2023 by the Bridge Manager, appraising the Joint Board of the number and nature of operational restrictions and closures applied between 1st May, 2023 to 31st July, 2023.

The Joint Board noted the content of the report as at 31st July, 2023.

IV UPDATE ON RESURFACING & MOVEMENT JOINT PROJECT / GANTRY PROJECT

There was submitted Report No TRB27-2023 by the Bridge Manager, advising the Joint Board on the current situation regarding the ongoing resurfacing and movement joint renewal works on the bridge, and the inspection gantry replacement project.

The Joint Board noted the position on current progress.

V SAFETY BOAT PROVISION

There was submitted Report No TRB25-2023 by the Bridge Manager, seeking the Joint Board's approval to appoint David Anderson Marine of Newport-on-Tay as the preferred bidder to provide safety boat services at the Tay Road Bridge in relation to the inspection and maintenance of the Board's Assets, as defined in the Tay Road Bridge Joint Board's Asset Management Plan.

Offers for safety boat provision were received by two suppliers and an evaluation on a 40:60 price/quality split on the accepted tenders was carried out. It was recommended that the Clerk to the Board be instructed to appoint David Anderson Marine on a two-year contract to provide safety cover for statutory inspections and to provide protection of workers carrying out concrete repairs to the bridge deck cantilevers in 2023 and 2024.

The Joint Board approved the appointment of David Anderson Marine.

VI ANNUAL REVIEW OF STRATEGIC RISK MANAGEMENT

There was submitted Report No TRB24-2023 by the Bridge Manager, appraising the Joint Board of the annual review of Strategic Risk Management issues.

The Joint Board agreed to note the contents of the Report as at 11th September, 2023 and the Strategic Risk Register attached as Appendix 1 of the report.

VII AUDITED ACCOUNTS

(a) EXTERNAL AUDITOR'S ANNUAL AUDIT REPORT

(i) Audit Scotland's Covering Letter

There was submitted and noted the covering letter from Audit Scotland.

(ii) Proposed 2022/2023 Annual Audit Report

There was submitted and noted the Annual Audit Report on the Tay Road Bridge Joint Board for the year ended 31st March, 2023.

(b) RESPONSE TO THE EXTERNAL AUDITOR'S ANNUAL REPORT ON THE 2022/2023 AUDIT OF TAY ROAD BRIDGE JOINT BOARD

There was submitted Report No TRB20-2023 by the Treasurer, as a response to the report prepared by the Joint Board's External Auditor on the audit of Tay Road Bridge Joint Board for the year ended 31st March, 2023.

The Joint Board agreed:-

(i) to note the contents of the draft external auditor's report including the completed action plan at Appendix 1 and in particular that Audit Scotland had indicated that they would issue an unqualified audit opinion on the 2022/2023 Annual Accounts;

(ii) to endorse this report as the Board's formal response to the external auditor's report;

- (iii) to instruct the Treasurer to arrange for the Audited Annual Accounts noted above to be signed and then returned to the external auditor; and
- (iv) to instruct the Treasurer thereafter to arrange for the above Annual Accounts, including copies of all audit certificates to be published on the Board's website by no later than 31st October, 2023.

(c) **AUDITED ACCOUNTS FOR YEAR ENDED 31ST MARCH, 2023**

There was submitted and noted the Annual Accounts for the year ended 31st March, 2023.

The Chair expressed thanks, on behalf of the Joint Board, to Richard Smith, Audit Scotland and his team.

VIII REVENUE MONITORING – 4 MONTHS TO 31ST JULY, 2023

There was submitted Report No TRB21-2023 by the Treasurer, appraising the Joint Board of the latest position regarding the Joint Board's 2023/2024 Revenue Budget.

The Joint Board agreed to note the content of the Revenue Monitoring Report as at 31st July 2023.

IX CAPITAL MONITORING – 4 MONTHS TO 31ST JULY, 2023

There was submitted Report No TRB22-2023 by the Treasurer, appraising the Joint Board of the latest position regarding the Joint Board's 2023/2024 Capital Plan.

The Joint Board agreed to note the content of the Capital Monitoring Report as at 31st July 2023.

X INTERNAL AUDIT – ANNUAL AUDIT PLAN 2023/2024

There was submitted Report No TRB23-2023 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 agreed to note the contents of the Internal Audit Annual Plan for 2023/2024 which was based on the detailed Internal Audit Needs Assessment and Strategic Plan 2022 to 2025.

XI DATE OF NEXT MEETING

Monday 4th December, 2023 at 10.00am to be held remotely unless otherwise advised.

Councillor Gary HOLT, Chairperson.

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REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 4 DECEMBER 2023

REPORT ON: OPERATIONAL RESTRICTIONS AND CLOSURES

REPORT BY: THE BRIDGE MANAGER

REPORT NO: TRB33-2023

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 August and 31 October 2023.

2.0 RECOMMENDATIONS

2.1 The Joint Board are asked to note the contents of this Report as at 31 October 2023.

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 several reasons including recovering debris, breakdowns, high winds and other operational requirements, such as carriageway inspections and access to the inspection gantries. Miscellaneous incidents include escorting pedestrians from the carriageway.

4.2 At midnight on the 12 June 2023 the bridge was fully closed to allow a contraflow traffic management arrangement to be safely installed on the southbound carriageway in preparation for the start of major resurfacing and joint replacement works. This arrangement allowed the northbound carriageway to remain closed when the bridge opened at 0500 hours, with Fife and Dundee-bound traffic directed to use the southbound carriageway on a single lane basis. The statistics shown in the following tables show bridge availability prior to full closure of the northbound carriageway and after full closure of the northbound carriageway. The statistics in the table at paragraph 4.2.7 show the performance of the contraflow arrangement. Please note that from 12 June, all vehicles wider than 2.6m were restricted from use of the bridge. This wide load restriction is not included in the overall statistics. It has been noted that traffic has been taking up to 15-20 minutes to access and cross the bridge at peak times under normal traffic flow.

A summary of the restrictions applied between 1 August and 31 October 2023 is given below:-

4.2.1 Single Carriageway Restrictions – 1 August to 31 October 2023

Contraflow Traffic Management Installed on Southbound Carriageway – Northbound Carriageway Fully Closed throughout period. No loads over 2.6m permitted.

| Reason | Total Duration (Minutes) | Number of Occasions | Average Duration (Minutes) | Maximum Time Closed (Minutes) | Minimum Time Closed (Minutes) |
|--------------------------------------|--------------------------|---------------------|----------------------------|-------------------------------|-------------------------------|
| Operational | 190 | 35 | 5.43 | 35 | 1 |
| Breakdown | 64 | 7 | 9.14 | 20 | 3 |
| Miscellaneous Incidents | 0 | 0 | 0 | 0 | 0 |
| Single Lane Closures for Maintenance | 0 | 0 | 0 | 0 | 0 |
| Police Incidents | 122 | 10 | 12.2 | 20 | 4 |

4.2.2 Full Bridge Closure – 1 August to 31 October 2023

Contraflow Traffic Management Installed on Southbound Carriageway – Northbound Carriageway Fully Closed throughout period. No loads over 2.6m permitted.

| Reason | Total Duration (Minutes) | Number of Occasions | Average Duration (Minutes) | Maximum Time Closed (Minutes) | Minimum Time Closed (Minutes) |
|------------------------------|--------------------------|---------------------|----------------------------|-------------------------------|-------------------------------|
| Operational (Night Closures) | 0 | 0 | 0 | 0 | 0 |
| Breakdown | 61 | 4 | 15 | 17 | 12 |
| Police Incidents | 838 | 20 | 23.61 | 355 | 4 |
| Misc Incidents | 97 | 5 | 20 | 20 | 12 |
| Wind | 0 | 0 | 0 | 0 | 0 |

4.2.3 High Winds Restrictions – 1 August to 31 October 2023

Contraflow Traffic Management Installed on Southbound Carriageway – Northbound Carriageway Fully Closed throughout period. No loads over 2.6m permitted.

| Traffic Restricted | Total Duration (Minutes) | Number of Occasions | Average Duration (Minutes) | Maximum Time Restricted (Minutes) | Minimum Time Restricted (Minutes) |
|---------------------|--------------------------|---------------------|----------------------------|-----------------------------------|-----------------------------------|
| Double Deck Buses | 2932 | 10 | 293.2 | 570 | 175 |
| High Sided Vehicles | 2800 | 2 | 1400 | 2615 | 185 |
| All Traffic | 0 | 0 | 0 | 0 | 0 |

4.2.4 Summary of Bridge Availability on Accessible Carriageway 1 August to 31 October 2023

Contraflow Traffic Management Installed on Southbound Carriageway – Northbound Carriageway Fully Closed throughout period. No loads over 2.6m permitted.

| | |
|--|--------|
| Full Availability of Accessible Carriageway (No restrictions) | 94.5 % |
| Partial Availability of Accessible Carriageway (Some restrictions) | 4.7% |
| No Availability of Accessible Carriageway (Full Closure) | 0.8% |

4.2.9 Passenger Lift Availability 4 December 2018 to 31 October 2023

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

| 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 | ¹ 5 | 9 | 0.5 | 0 | 0 | 14.5 |
| 2020 | ² 12 | 3.5 | 1 | 0 | 0 | 16.5 |
| 2021 | ² 11 | 9 | 11 | 18 | 41.5 | 84.5 |
| 2022 | ² 10.5 | 6 | 0 | 0 | 0 | 16.5 |
| 2023 (to 31 Jul 2023) | ² 8.75 | 0 | 0 | 0 | 0 | 8.75 |
| Total | 47.25 | 37.5 | 12.5 | 18 | 41.5 | |
| TOTAL TIME LIFT NOT AVAILABLE FROM 4 DECEMBER 2018 to 31 OCTOBER 2023 = 156.75 HOURS | | | | | | |

¹Warranty Servicing

²Monthly Servicing

5.0 TRAFFIC COUNT DATA

5.1 Traffic Count Data from Dundee Ramps

| | 1 st Quarter 2022 | 2 nd Quarter 2022 | 3 rd Quarter 2022 | 4 th Quarter 2022 | 1 st Quarter 2023 | 2 nd Quarter 2023 | 3 rd Quarter 2023 |
|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| | (Feb - Apr) | (May - Jul) | (Aug - Oct) | (Nov- Jan) | (Feb - Apr) | (May- Jul) | (Aug- *Sep) |
| Northbound to West | 5733 | 6171 | 6079 | 5137 | 5734 | 5747 | 5604 |
| Northbound to East | 6668 | 7187 | 6933 | 6508 | 6988 | 7449 | 7227 |
| Northbound Total | 12401 | 13358 | 13072 | 11645 | 12722 | 13196 | 12831 |
| | | | | | | | |
| Southbound from West | 5138 | 5393 | 5382 | 5078 | 5331 | 5359 | 5172 |
| Southbound From East | 7428 | 8199 | 7934 | 7228 | 7791 | 8203 | 7856 |
| Southbound Total | 12566 | 13592 | 13316 | 12306 | 13122 | 13562 | 13028 |
| | | | | | | | |
| AADT Traffic per Quarter | 24967 | 26950 | 26388 | 23951 | 25844 | 26758 | 25859 |

*3rd quarter 2023 traffic statistics for October are not currently available due to a technical data file fault with the west bound off slip counter. The traffic data exists but the data file must be repaired by the counter's manufacturer. The statistics will be available for reporting to the March 2024 Board meeting.

AADT – (Annual Average Daily Total)

5.2 Active Travel Counts - *AADT

| <i>Year</i> | <i>Month</i> | <i>No. Pedestrians</i> | <i>No. Cyclists</i> | |
|-------------|-----------------------|---|---------------------|--------------|
| 2021 | November | Not Counted | 87 | |
| | December | Not Counted | 50 | |
| 2022 | January (from 11 Jan) | 129 | 76 | |
| | | 129 | 71 | AADT/Quarter |
| | February | 31 | 60 | |
| | March | 182 | 102 | |
| | April | 192 | 121 | |
| | | 135 | 94 | AADT/Quarter |
| | May | 172 | 137 | |
| | June | 149 | 163 | |
| | July | 114 | 178 | |
| | | 145 | 159 | AADT/Quarter |
| | August | 118 | 199 | |
| | September | 245 | 161 | |
| | October | **Pedestrian Counter Not Operating | 88 | |
| | | N/A | 149 | AADT/Quarter |
| | November | Not Counted | 59 | |
| | December | Not Counted | 52 | |
| 2023 | January | Not Counted | 72 | |
| | | | 61 | AADT/Quarter |
| | February | Not Counted | 109 | |
| | March | Not Counted | 110 | |
| | April | Not Counted | 161 | |
| | | | 127 | AADT/Quarter |
| | May | Not Counted | 193 | |
| | June | Not Counted | 232 | |
| | July | Not Counted | 182 | |
| | | N/A | 202 | AADT/Quarter |
| | August | Not Counted | 235 | |
| | September | Not Counted | 197 | |
| | October | Not Counted | 120 | |
| | | N/A | 184 | AADT/Quarter |

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

**Readings from 10 October 2022 are not available. The pedestrian counter is owned and operated by Cycling Scotland. The fault with the pedestrian count was reported to Cycling Scotland on 15 November 2022, 8 February 2023, and 16 August 2023. A solution to fix has been proposed by Cycling Scotland and the TRBJB will complete this following the conclusion of phase 1 resurfacing contract, after 15 December 2023.

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 agree with the content.

8.0 BACKGROUND PAPERS

- 8.1 None.

**ALAN HUTCHISON
BRIDGE MANAGER
22 NOVEMBER 2023**

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REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 4 DECEMBER 2023

REPORT ON: UPDATE ON RESURFACING & MOVEMENT JOINT PROJECT / GANTRY PROJECT

REPORT BY: BRIDGE MANAGER

REPORT NO: TRB34–2023

1.0 PURPOSE OF REPORT

1.1 To advise the Joint Board on the current situation regarding the ongoing resurfacing and movement joint renewal works on the bridge, and the inspection gantry replacement project.

2.0 RECOMMENDATIONS

2.1 It is recommended that:

- The Joint Board notes the position on current progress.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications arising from this report.

4.0 IMPLICATIONS TO BRIDGE USERS

4.1 No implications will arise as a direct result of this report. The major resurfacing and joint replacement work commenced on 12 June 2023 and a contraflow traffic management system installed on the bridge, whereby one carriageway is completely closed, and the other accepts two-way traffic flow. Delays of up to 15 minutes at peak times have been generally experienced for vehicles using the bridge throughout the construction period, although this was noted to increase to a maximum of 25 minutes for a week at the end of October 2023. It is considered that this increase was due to a modal change in transport choice during the long periods of heavy rain prior to and after storm Babet, along with roadworks on the wider road network.

4.2 No loads over 2.6m wide can access the bridge.

4.3 The bridge and walkway remain open during the construction phase of this project.

5.0 BACKGROUND

5.1 The TRBJB's term consultant, WSP UK Ltd, were appointed in December 2019 to provide expert advice to the Board of the most cost-effective time and means to carry out total resurfacing and movement joint replacement. This culminated in March 2023 when the Board agreed to the appointment of Volker Stevin Ltd to deliver the project over two years (2023 and 2024). The Bridge Manager and Engineer are still working closely with WSP UK Ltd to deliver this project and confirm progress as follows:

| <u>Resurfacing and Expansion Joint Replacement – as 9 November 2023.</u> | | | |
|---|------------|------------------------------|---------------------------|
| | % Complete | Total Expenditure £(rounded) | Programme |
| Stage 1 – Desk top study | 100 | 67,000 | Completed October 2020 |
| Stage 2 – Structural Testing & Data Collection to inform stage 3 | 100 | 271,000 | Completed April 2022 |
| Stage 3 – Preliminary Design | 100 | 96,000 | Completed February 2023 |
| Stage 4 – Detailed Design | 100 | 52,000 | May 2023 |
| **Stage 5 – Construction (Phase 1 only) | 85 | £3,590,000 | May 2023 – September 2024 |
| Stage 6 - Handover | 0 | 0 | September 2024 |

** Stage 5 commentary

- The project has been split into two phases. Phase 1, northbound works, are approximately 95% complete. Phase 2, southbound works, will commence in Spring 2024.
 - The original phase 1 completion was due on 21 November 2023 and is now programmed to be completed on 15 December 2023. Phase 1 has been subject to delays associated with wet and windy weather affecting installation of the deck waterproofing. Unexpected repairs to reprofile the concrete deck edges at all forty-two movement joints were also instructed and this has contributed to programme delays.
 - Phase 2, southbound works, will commence on 3 March 2024. This is one month earlier than reported to the September Board. The phase 2 works have been brought forward to programme a May start for the the waterproofing works, when traditionally the weather is more settled.
 - All site clearance works are complete.
 - Concrete soffit repairs are complete.
 - The exposed concrete deck has been repaired and waterproofed.
 - All new kerbs have been installed. Mortar pointing is ongoing at the time of writing.
 - Asphalt installation is complete.
 - The Elastomeric Metal Rail (EMR) joint installation has commenced and at the time of writing is 25% complete.
 - White lining and signage will commence from 27 November 2023.
- 5.2 The guidance document, “The Operation and Maintenance of Bridge Access Gantries”, IStructE 2nd Ed 2007, recommends that gantries which have been in service for between 20 and 35 years should be considered to have reached the end of their finite life from a consideration of structural safety. The bridge’s inspection gantries are now over thirty years old and regular routine inspections by the Bridge Manager’s team have identified issues associated with regular repair and downtime. The Bridge Manager and Engineer have worked closely with WSP to deliver new a package on information that can be tendered for a detailed design and build contract. This project has been completed to the stage where contract documentation is ready to be issued for tender on the Public Contracts Scotland Portal. The tender date is still to be confirmed pending confirmation of the level of the 2024/2025 capital grant

award by Transport Scotland. The Bridge Manager and Engineer can update progress as follows:

| <u>Gantry Replacement – as 9 November 2023.</u> | | | |
|--|------------|------------------------------|---|
| | % Complete | Total Expenditure £(rounded) | Programme |
| Stage 1 – Desk top study | 100 | 30,000 | Completed March 2021 |
| Stage 2 – Options Assessment | 100 | 101,000 | Completed March 2022 |
| Stage 3 – Preliminary Design | 100 | 106,000 | March 2022 – June 2023 |
| Stage 4 – Detailed Design & Procurement | 5 | - | July 2023 – February 2024. Tender Issue ON HOLD |
| Stage 5 – Construction | 0 | - | March 2024 – April 2025. Aim for March 2024 Board for project approval. |
| Stage 6 - Handover | 0 | - | May 2025 |

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 Clerk, Treasurer and Bridge Manager have been consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

8.1 None.

ALAN HUTCHISON
BRIDGE MANAGER
22 NOVEMBER 2023

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REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 4 DECEMBER 2023
REPORT ON: HEALTH & SAFETY MONITORING 2023
REPORT BY: THE BRIDGE MANAGER
REPORT NO: TRB32-2023

1.0 PURPOSE OF REPORT

1.1 To appraise the Board Members of performance relating to Health & Safety in 2023.

2.0 RECOMMENDATIONS

2.1 The Board are asked to note the outcomes of the report and to agree to findings of the review in paragraph 4.4.

3.0 FINANCIAL IMPLICATIONS

3.1 None

4.0 COMMENTARY

4.1 General

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

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

A copy of the Health, Safety and Welfare Policy Statement is available on the Tay Road Bridge website at <http://tayroadbridge.co.uk/board-business/board-documents>

4.2 Significant Risks

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

- Working at height
- Working on and/or over water
- Working adjacent to live traffic
- Working in exposed conditions and during periods of adverse weather
- Working in areas of difficult access
- Operating various items of machinery and plant
- Physical and mental health risks associated with attending serious incidents.

4.3 Staff Consultation

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

4.4 Review

The Bridge Manager has reviewed the Health & Safety Policy Statement and confirms that the document has been renamed, Health, Safety and Welfare Policy (H, S & W) statement, and now includes confirmation that staff have access to occupational health services, including psychological and physiotherapy support. The document now also confirms that staff are provided mental health awareness training and have access to trauma support. The H, S & W policy has been updated to reflect these changes. This change was requested by Board members at the December 2022 Board meeting.

4.5 Health & Safety Performance

Below is a table which contains categorised information relating to accidents and near misses recorded at the Tay Road Bridge.

| Accident Category | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|-------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| *RIDDOR fatal accident | 0 | 0 | 0 | 0 | 0 | 0 |
| RIDDOR Major Injury | 0 | 0 | 0 | 0 | 0 | 0 |
| RIDDOR over 7 day injury | 0 | 2 | 0 | 0 | 0 | 0 |
| Lost Time Injury | 1 | 1 | 0 | 1 | 0 | 0 |
| Minor Injury | 3 | 0 | 1 | 2 | 1 | 1 |
| Near Misses | 0 | 0 | 2 | 0 | 0 | 0 |
| Slip, trip, fall on the level | 0 | 0 | 0 | 0 | 1 | 0 |
| Manual Handling | 1 | 1 | 0 | 0 | 0 | 0 |
| Third party contractors | 0 | 0 | 0 | 0 | 0 | 0 |

*Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

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

4.6 Occupational Health Issues

There were no Occupational Health related issues.

4.7 Training

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

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

7.0 BACKGROUND PAPERS

7.1 None

**ALAN HUTCHISON
BRIDGE MANAGER
22 NOVEMBER 2023**

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REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 4 DECEMBER 2023
REPORT ON: REVENUE MONITORING – 7 MONTHS TO 31 OCTOBER 2023
REPORT BY: THE TREASURER
REPORT NO: TRB28-2023

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 2023/2024 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 October 2023.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The 2023/2024 Revenue Budget predicted a break-even position (see Report 29-2022). The current outturn position for the financial year 2023/2024 is projecting a £237,780 overspend against the Revenue Budget based on the financial information available at 31 October 2023 (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 2024/2025 of £nil.
- 3.4 The projected overspend, if it materialised, would result in a General Fund Reserve of £922,811 at 31 March 2024. 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 £35,000 is projected in relation to Administration Staff Costs. This is due to a projected £63,000 underspend due to the Deputy Bridge Manager post remaining unfilled for the remainder of the year resulting in a £65,000 saving. This saving will be offset by a temporary regrading of the Works and Transport Officer post to reflect the allocation of some of the duties associated with the Deputy Bridge Manager's role. Therefore, 50% of the Works and Transport Officer post has been allocated from the Operations section to the Administration section, resulting in additional expenditure of £25,000. There will also be additional expenditure of £5,000 for Summer Engineering Student Placement for 12 weeks (see Agenda Item 3 of the TRB Board meeting on 19 June 2023).

- 3.8 An overspend of £25,000 is projected in relation to Administration Property Costs. This is due to an anticipated increase in electricity costs due to higher energy prices.
- 3.9 An overspend of £12,000 is projected in relation to Administration Supplies and Services. This is due to a projected overspend on Insurance Premiums.
- 3.10 An underspend of £25,000 is projected in relation to Operations Staff Costs. This is due to the vacated Deputy Bridge Manager post described above (in paragraph 3.7) being filled by the Works and Transport Officer who will provide temporary cover with 50% of their re-graded salary being allocated to the Administration section resulting in a saving of £25,000 for the Operations budget.
- 3.11 An overspend of £10,000 is projected in relation to Plant and Equipment Property Costs. This is due to an anticipated increase in electricity costs due to higher energy prices.
- 3.12 An underspend of £55,000 is projected in relation to Plant and Equipment Supplies and Services. This is due to a reduced requirement for expenditure on the hire of a safety boat.
- 3.13 An overspend of £25,000 is projected in relation to Bridge Maintenance Property Costs. This is due to an anticipated increase in electricity costs due to higher energy prices.
- 3.14 Reduced income of £306,680 is projected in relation to Scottish Government Revenue Grant. This is due to lower than anticipated offer of grant from Transport Scotland / Scottish Government (see Report TRB 18-2023).
- 3.15 Increased income of £18,400 is projected in relation to Interest on Revenue Balances. This is due to higher than anticipated interest rates, offset by an anticipate reduction in average monthly balances.
- 3.16 Increased income of £7,500 is projected in relation to Miscellaneous Income. This is due to reimbursement of £5,000 for initial legal and surveying work in relation to the installation of a fibre optic cable on bridge property as well as £2,500 annual wayleave income from the operator of the fibre optic cable from when Cable operational (see Report TRB 7-2023).

4.0 RISK ASSESSMENT

- 4.1 In preparing the Board's Annual Revenue Budget (see Report TRB 29-2022), 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**

9 NOVEMBER 2023

TAY ROAD BRIDGE JOINT BOARD**REVENUE MONITORING AS AT 31 OCTOBER 2023**

| | Revenue Budget 2023/24 | Expenditure to 31 October 2023 | Final Projection 2023/24 | Variance from Budget | Paragraph Reference |
|---|------------------------------|---|--------------------------------|----------------------------|------------------------|
| | £ | £ | £ | £ | |
| EXPENDITURE | | | | | |
| <u>Administration</u> | | | | | |
| Staff Costs | 222,929 | 101,544 | 187,929 | (35,000) | (3.7) |
| Property Costs | 35,750 | 33,972 | 60,750 | 25,000 | (3.8) |
| Supplies and Services | 140,932 | 112,379 | 152,932 | 12,000- | (3.9) |
| Transport Costs | 300 | - | 300 | - | |
| Third Party Payments | 185,998 | 62,113 | 185,998 | - | |
| | 585,909 | 310,008 | 587,909 | 2,000 | |
| <u>Operations</u> | | | | | |
| Staff Costs | 983,134 | 532,510 | 958,134 | (25,000) | (3.10) |
| Supplies and Services | 10,300 | 2,993 | 10,300 | - | |
| | 993,434 | 535,503 | 968,434 | (25,000) | |
| <u>Plant and Equipment</u> | | | | | |
| Property Costs | 25,150 | 17,346 | 35,150 | 10,000 | (3.11) |
| Supplies and Services | 213,150 | 68,768 | 158,150 | (55,000) | (3.12) |
| Transport Costs | 34,650 | 24,539 | 34,650 | - | |
| Third Party Payments | 3,750 | - | 3,750 | - | |
| | 276,700 | 110,653 | 231,700 | (45,000) | |
| <u>Bridge Maintenance</u> | | | | | |
| Property Costs | 29,000 | 31,625 | 54,000 | 25,000 | (3.13) |
| Supplies and Services | 47,250 | 18,790 | 47,450 | - | |
| Transport Costs | 200 | - | 200 | - | |
| Third Party Payments | 6,200 | 110 | 6,200 | - | |
| | 82,650 | 50,525 | 107,650 | 25,000 | |
| GROSS EXPENDITURE | 1,938,693 | 1,006,689 | 1,895,693 | (43,000) | |
| INCOME | | | | | |
| Scottish Government Revenue Grant | 1,918,680 | 723,982 | 1,612,000 | (306,680) | (3.14) |
| Interest on Revenue Balances | 9,600 | - | 28,000 | 18,400 | (3.15) |
| Kiosk Rent | 10,213 | 5,106 | 10,213 | - | |
| Miscellaneous | 200 | 7,774 | 7,700 | 7,500 | (3.16) |
| GROSS INCOME | 1,938,693 | 736,862 | 1,657,913 | (280,780) | |
| TOTAL NET DEFICIT / (SURPLUS) MET FROM GENRAL RESERVE BALANCES | - | 269,827 | 237,780 | 237,780 | |

APPENDIX B**LINKING THE 2023/2024 REVENUE BUDGET MONITORING TO THE BOARD'S STRATEGIC OBJECTIVES**

| | Strategic Objective | 2023/2024 Budget £ | Expenditure to 31 October 2023 £ | 2023/2024 Projected £ |
|---|--|-----------------------------------|---|--------------------------------------|
| 1 | Meeting User Expectations | 942,697 | 570,691 | 932,197 |
| 2 | Fiscally Sustainable | 94,584 | - | 94,584 |
| 3 | Transparent Governance and Clear Decision-Making Processes | 20,345 | - | 20,345 |
| 4 | A Modern, Diverse and Well-Trained Workforce | 25,000 | 7,069 | 25,000 |
| 5 | Quality and Standards | <u>856,067</u> | <u>428,929</u> | <u>823,567</u> |
| | TOTAL GROSS EXPENDITURE | <u>1,938,693</u> | <u>1,006,689</u> | <u>1,895,693</u> |

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REPORT TO: TAY ROAD BRIDGE JOINT BOARD – 4 DECEMBER 2023
REPORT ON: CAPITAL MONITORING - 7 MONTHS TO 31 OCTOBER 2023
REPORT BY: THE TREASURER
REPORT NO: TRB29-2023

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 2023/2024 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 October 2023.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The Joint Board's 2023/2024 Capital Expenditure Programme of £7,109,000 was approved by the Board on 5 December 2022 (Report TRB 30-2022). From 1 April 2008 the Board's Capital Expenditure projects are being financed through Scottish Government Capital Grant.
- 3.2 The amount in the 2023/2024 Capital Grant Offer letter from Transport Scotland dated 31st March 2023 was £6,530,000 (see Report TRB 18-2023).
- 3.3 The capital outturn for the financial year 2023/2024 (as detailed in Table 1 on Appendix A) is projected to be £6,530,000 (i.e. a reduction of £579,000 compared to the original approved budget) based on the financial ledger information up to 31 October 2023 and this will be funded from 2023/2024 Capital Grant of £6,530,000.
- 3.4 An explanation of the major variances is shown in section 4 of the report.
- 3.5 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 2024/2025 of £nil.
- 3.6 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:

| | £000 |
|--|--------------|
| <u>Slippage from 2022/2023:</u> | |
| None | - |
| <u>Budget Adjustments:</u> | |
| Carriageway Resurfacing | 891 |
| Bridge Concrete Repairs | (850) |
| <u>Slippage to 2024/2025:</u> | |
| New Gantries | (620) |
| Total Budget Adjustments | (579) |

- 4.2 The delivery of the Capital Programme this year is very challenging. The global supply chain for sourcing materials and components has been affected by the Covid pandemic, Brexit and other world events, due to a shortage of raw materials, increased inflation and market demand as economies look to rebuild. and this is resulting in inflationary increases upwards of 30% on the predicted cost of capital projects. Officers are constantly reviewing the capital programme of works and prioritising those projects that can realistically be progressed during the current year. There is a risk of further slippage in the capital programme, as the Board reacts to the extreme market conditions currently affecting the construction industry. Updated projections will be incorporated into future capital monitoring reports and 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 2023/2024 budget was £5,250,000. The projected expenditure for this contract was increased to £5,650,000 from the estimates in the Framework report (see TRB 6-2023). This is for the renewal of the carriageway surface, deck expansion joints, deck waterproofing and associated concrete repairs. It has also been reported (see TRB 34-2023) that phase two, southbound works, will commence on 3 March 2024. This is one month earlier than originally budgeted for. The projected expenditure for this contract has been increased to £6,141,000 in this financial year.
- 4.5 Cathodic Protection (CP) Hardware: The original 2023/2024 budget of £150,000 is projected to be spent. Testing was carried out in 2022/2023 due to system failures and this identified issues that will result in the replacement of CP hardware at the base of the several columns.
- 4.6 Advanced Warning Signs: The original 2023/2024 budget of £34,000 is projected to be spent. This is for the provision of temporary Variable Message Sign at the site in St. Michaels.
- 4.7 New Vehicles: The original 2023/2024 budget of £30,000 is projected to be spent. This is for the planned replacement of one vehicle.
- 4.8 New Gantries: The original 2023/2024 budget was £670,000. The projected expenditure for this project has been reduced to £50,000 due to slippage in project timescales.
- 4.9 Gantry Miscellaneous: The original 2023/2024 budget of £25,000 is projected to be spent.
- 4.10 Miscellaneous Projects: The original 2023/2024 budget of £100,000 is projected to be spent. This budget is used for several smaller projects.

- 4.11 Bridge Concrete Repairs: The original 2023/2024 budget was £850,000. This is not anticipated to be spent as Concrete Repairs are included within the Carriageway Resurfacing project (see TRB 6-2023) so the revised budget has been reduced to £nil.

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 to enable any corrective action to be taken.
- 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.
- 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 2023/2024 capital programme is showing a projected capital spend of £6,530,000 which will be funded from the current year's Scottish Government grant.
- 6.2 The 2023/2024 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**

14 NOVEMBER 2023

TAY ROAD BRIDGE JOINT BOARD

APPENDIX A

TABLE 1: CAPITAL EXPENDITURE MONITORING - 7 MONTHS TO 31 OCTOBER 2023

| <u>Expenditure</u> | <u>Strategic Objective</u> | <u>Capital Budget 2023/24 £000</u> | <u>Slippage from 2022/23 £000</u> | <u>Budget Adjust £000</u> | <u>Slippage into 2024/25 £000</u> | <u>Revised Capital Budget 2023/24 £000</u> | <u>Actual to 31 Oct 2023 £000</u> | <u>Projected Outturn 2023/24 £000</u> | <u>Variance from Budget £000</u> |
|--------------------------------|----------------------------|------------------------------------|-----------------------------------|---------------------------|-----------------------------------|--|-----------------------------------|---------------------------------------|----------------------------------|
| | | | | | | | | | - |
| Carriageway Resurfacing | 1 | 5,250 | - | 891 | - | 6,141 | 2,609 | 6,141 | - |
| CP Hardware | 5 | 150 | - | - | - | 150 | - | 150 | - |
| Advanced Warning Signs | 1 | 34 | - | - | - | 34 | 1 | 34 | - |
| New Vehicles | 5 | 30 | - | - | - | 30 | - | 30 | |
| New Gantries | 5 | 670 | - | - | (620) | 50 | 16 | 50 | - |
| Gantry – Miscellaneous | 5 | 25 | - | - | - | 25 | 1 | 25 | - |
| Miscellaneous Projects | 5 | 100 | - | - | - | 100 | 48 | 100 | - |
| Bridge Concrete Repairs | 5 | 850 | - | (850) | - | - | - | - | - |
| Total Gross Expenditure | | 7,109 | - | 41 | (620) | 6,530 | 2,675 | 6,530 | - |
| | | | | | | | | | |
| Funded by: | | £000 | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Capital Grant 2022/2023 | | 7,109 | - | 41 | (620) | 6,530 | 1,240 | 6,530 | - |
| Total Funding | | 7,109 | - | 41 | (620) | 6,530 | 1,240 | 6,530 | - |

TABLE 2: Unapplied Capital Grant Projected Carry Forward:

| | |
|---|-------------|
| | £000 |
| Add: Projected Capital Grant Received 2023/2024 | 6,530 |
| Less: Projected Capital Grant Utilised 2023/2024 | (6,530) |
| | - |
| Unapplied Capital Grant Carried Forward to 2024/2025 | - |

LINKING THE 2023/2024 CAPITAL BUDGET MONITORING TO THE BOARD'S STRATEGIC OBJECTIVES

| Strategic Objective | <u>Capital Budget 2023/2024 £000</u> | <u>Revised Capital Budget 2023/2024 £000</u> | <u>Actual Expenditure to 31 Oct 2023 £000</u> | <u>2023/2024 Projected £000</u> |
|--|--|--|---|---|
| 1 Meeting User Expectations | 5,284 | 6,175 | 2,610 | 6,175 |
| 2 Fiscally Sustainable | - | - | - | - |
| 3 Transparent Governance and Clear Decision-Making Processes | - | - | - | - |
| 4 A Modern, Diverse and Well-Trained Workforce | - | - | - | - |
| 5 Quality and Standards | <u>1,825</u> | <u>355</u> | <u>65</u> | <u>355</u> |
| TOTAL GROSS EXPENDITURE | <u>7,109</u> | <u>6,530</u> | <u>2,675</u> | <u>6,530</u> |

REPORT TO: TAY ROAD BRIDGE JOINT BOARD - 4 DECEMBER 2023
REPORT ON: REVENUE BUDGET 2024/2025 TO 2026/2027
JOINT REPORT BY: TREASURER AND BRIDGE MANAGER
REPORT NO: TRB30-2023

1.0 PURPOSE OF REPORT

- 1.1 To appraise Board Members on the proposed Tay Road Bridge Revenue Budget for the financial years 2024/2025 to 2026/2027.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Board:

- (a) approves the Revenue Budget for 2024/2025, subject to confirmation of grant funding by the Scottish Government, and notes the provisional Revenue Budget for 2025/2026 and 2026/2027;
- (b) notes the requested revenue funding for 2024/25 of £2.037m from the Scottish Government; and
- (c) agree that a further report be presented to the Board if there is a funding shortfall for 2024/25.

3.0 FINANCIAL IMPLICATIONS

There are two scenarios to consider for 2024/2025:

- 3.1 The Board's 2024/2025 Revenue Budget shows a break-even position which is arrived at after assuming receipt of the requested Revenue Grant from the Scottish Government of £2,037,000. It should be noted that the 2023/2024 Revenue Budget is projecting an overspend of £237,780. The effect of this projected overspend position in 2023/2024 and the projected break-even position of the 2024/2025 budget results in a projected General Reserve balance of £922,811 as at 31 March 2025.
- 3.2 If the Scottish Government does not offer the Board its requested 2024/2025 revenue grant funding requirement of £2.037m and the grant offer is consistent with the grant funding for 2023/2024 of £1.612m this will result in the 2024/2025 Revenue Budget projecting an overspend of £425,000. The effect of the projected overspend position in both 2023/2024 and 2024/2025 will result in a projected General Reserve balance of £497,811 as at 31 March 2025.

4.0 REVENUE BUDGET 2024/2025 TO 2026/2027

- 4.1 The budget for staff costs includes an estimated provision for the pay award of 5% for the financial years 2024/2025 and 2025/2026 and 2% for the financial year 2026/2027. The budget also takes into consideration the effects of staff turnover whereby leavers who were employed at the top of their salary scales have been replaced by new starters who are employed at the lowest increment on the salary scale. It also takes account of the increased Scottish Living Wage.

- 4.2 The triennial actuarial valuation of the Tayside Pension Fund was carried out in 2020 and took effect from 1 April 2021. This valuation exercise resulted in an unchanged employer's contribution rate of 17%. The Board is currently awaiting the outcome of the 2023 triennial actuarial valuation which will come into effect from 1 April 2024.
- 4.3 No general inflationary increase on non-staff costs has been allowed for in the 2024/2025 Revenue Budget. A 2% general inflationary increase on non-staff costs have been allowed for in 2025/2026 and 2026/2027 and specific allowances have been made for anticipated increases or decreases in individual budgets in each of the three financial years.
- 4.4 The three yearly Revenue Budget has been prepared in accordance with previous years' budgets. A copy of the detailed Revenue Budget 2024/2025 to 2026/2027 is enclosed at Appendix A.
- 4.5 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 gross expenditure of the Revenue Budget 2024/2025 to 2026/2027 to each of the Board's five strategic objectives.
- 4.6 The Scottish Government's Comprehensive Budget announcement will be on 19 December 2023. However, indicative discussions with Transport Scotland suggest that the level of funding for 2024/2025 will be consistent with the reduced 2023/2024 revenue grant funding of £1.612m. However, there is no guarantee that this level of funding will be maintained in future years.

5.0 RESERVES AND BALANCES

- 5.1 Section 12(1) of the Local Government in Scotland Act 2003 states that "It is the duty of a local authority to observe proper accounting practices". CIPFA have previously issued guidance on Local Authority Reserves and Balances (including updates in November 2008 and July 2014), and this guidance is considered to constitute proper accounting practice. The key requirements of the guidance, as they affect the Board, are two-fold:
- i the setting out of a clear protocol covering the purpose, utilisation, management, control and review of reserves and balances.
 - ii the inclusion in the annual budget report of a statement on reserves and balances detailing the proposed strategy over the budget period, after taking into account the strategic, operational and financial risks facing the Board.
- 5.2 The Board agreed report TRB 25-2009 Guidance on Reserves and Balances on 14 December 2009. This report included a protocol for the operation of the Board's Reserves and Balances, thereby addressing the first key requirement detailed in paragraph 5.1 above. The proposed protocol includes the following element which in itself addresses the second key requirement detailed in paragraph 5.1 above:

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

- i a note highlighting the estimated opening and closing General Reserve balances for the financial year ahead.
- ii a note advising as to the adequacy of the General Reserve balances over the budget period(s) under consideration, after taking into account the strategic, operational and financial risks facing the Board.
- iii a note reporting on the annual review of earmarked Reserves.

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

- i The Board's Revenue Expenditure is fully funded by grant and any underspend achieved will result in unspent grant being repaid or carried forward, with the agreement of the Scottish Government, to fund future years' Revenue Expenditure. Any budget overspend will result in the use of General Reserves, unless agreement is reached with the Scottish Government for additional grant funding.
 - The Board's Audited Statement of Accounts 2022/2023 showed a General Reserve Balance of £1,160,591 at 31 March 2023.
 - The 2023/2024 Revenue monitoring currently projects an overspend of £237,780.
 - The level of uncommitted General Reserve Balances at 31 March 2024 is estimated at £922,811. There are no further known expenditure commitments or additional income that would materially affect this projected balance figure.
 - There are two scenarios to consider for 2024/2025:
 - 1) The Board's 2024/2025 Revenue Budget shows a break-even position which is arrived at after assuming receipt of the requested Revenue Grant from the Scottish Government of £2,037,000. The effect of this projected overspend position in 2023/2024 and the projected break-even position of the 2024/2025 budget results in a projected General Reserve balance of £922,811 as at 31 March 2025.
 - 2) If the Scottish Government does not offer the Board its requested 2024/2025 revenue grant funding requirement of £2.037m and the grant offer is consistent with the grant funding for 2023/2024 of £1.612m this will result in the 2024/2025 Revenue Budget projecting an overspend of £425,000. The effect of the projected overspend position in both 2023/2024 and 2024/2025 will result in a projected General Reserve balance of £497,811 as at 31 March 2025.
 - Taking the above factors into account, the level of Revenue Grant Balance carried forward at 31 March 2024 is projected to be £nil.
- ii after taking into account the strategic, operational and financial risks facing the Board it is considered that the minimum level of uncommitted balances that the Board should maintain is £1,000,000 in order to provide a contingency against unexpected events and to also act as a working balance to minimise overdraft positions resulting from uneven cash flows.
 - In their 2022/2023 Annual Audit Report (see TRB 20-2023) the external auditor considers there to be uncertainty over the level of revenue funding for future years, and a risk that the funding required to deliver future capital projects may not be available. This uncertainty over future funding levels presents a risk to the longer-term financial sustainability of the Joint Board. The Treasurer has raised concerns with Transport Scotland about the level of revenue funding provided for 2023/2024 and has sought a commitment that the Joint Board will be fully funded in future financial years. Management will continue to engage with Transport Scotland to obtain clarity over the likely level of funding available for future years.
- iii the Board's earmarked reserve (i.e. the Capital Grants Unapplied Reserve) has been reviewed and is considered to be adequate for its intended purpose.

6.0 RISK ASSESSMENT

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

6.2 The main risk factors considered were:

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

6.3 In order to alleviate the impact these risks may have should they occur, a number of general risk mitigating factors are utilised by the Board. These include:

- a system of perpetual detailed monthly budget monitoring with latest positions reported to quarterly Board meetings.
- the level of General Reserve balances available to meet any unforeseen expenditure.
- the level of other cash backed reserves available to meet any unforeseen expenditure.
- the possibility of identifying further budget savings and efficiencies during the year if required.
- the possibility of identifying new income streams during the year.

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

16 NOVEMBER 2023

REVENUE BUDGET 2024/2025 TO 2026/2027**APPENDIX A**

| | 2023/2024 Budget £ | 2023/2024 Projected £ | 2024/2025 Budget £ | 2025/2026 Budget £ | 2026/2027 Budget £ |
|--|-----------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <u>Administration</u> | | | | | |
| Staff | 222,929 | 187,929 | 237,330 | 249,197 | 254,180 |
| Property | 35,750 | 60,750 | 62,870 | 64,127 | 65,410 |
| Supplies & Services | 140,932 | 152,932 | 156,590 | 159,722 | 162,916 |
| Transport | 300 | 300 | 300 | 306 | 312 |
| Third Party Payments | <u>185,998</u> | <u>185,998</u> | <u>196,840</u> | <u>206,682</u> | <u>210,816</u> |
| | <u>585,909</u> | <u>587,909</u> | <u>653,930</u> | <u>680,034</u> | <u>693,634</u> |
| <u>Operations</u> | | | | | |
| Staff | 983,134 | 958,134 | 1,061,883 | 1,114,977 | 1,137,277 |
| Supplies & Services | <u>10,300</u> | <u>10,300</u> | <u>10,200</u> | <u>10,404</u> | <u>10,612</u> |
| | <u>993,434</u> | <u>968,434</u> | <u>1,072,083</u> | <u>1,125,381</u> | <u>1,147,889</u> |
| <u>Plant & Equipment</u> | | | | | |
| Property | 25,150 | 35,150 | 29,250 | 29,835 | 30,432 |
| Supplies & Services | 213,150 | 158,350 | 175,950 | 179,469 | 183,058 |
| Transport | 34,650 | 34,650 | 36,450 | 37,179 | 37,923 |
| Third Party Payments | <u>3,750</u> | <u>3,750</u> | <u>3,250</u> | <u>3,315</u> | <u>3,381</u> |
| | <u>276,700</u> | <u>231,700</u> | <u>244,900</u> | <u>249,798</u> | <u>254,794</u> |
| <u>Bridge Maintenance</u> | | | | | |
| Property | 29,000 | 54,000 | 53,500 | 54,570 | 55,661 |
| Supplies & Services | 47,250 | 47,250 | 47,100 | 48,042 | 49,003 |
| Transport | 200 | 200 | 200 | 204 | 208 |
| Third Party Payments | <u>6,200</u> | <u>6,200</u> | <u>6,200</u> | <u>6,324</u> | <u>6,450</u> |
| | <u>82,650</u> | <u>107,650</u> | <u>107,000</u> | <u>109,140</u> | <u>111,323</u> |
| GROSS EXPENDITURE | <u>1,938,693</u> | <u>1,895,693</u> | <u>2,077,913</u> | <u>2,164,353</u> | <u>2,207,640</u> |
| <u>Income</u> | | | | | |
| Scottish Government Resource Grant | 1,918,680 | 1,612,000 | 2,037,000 | 2,123,440 | 2,166,727 |
| Interest on Revenue Balances | 9,600 | 28,000 | 28,000 | 28,000 | 28,000 |
| Kiosk Rent | 10,213 | 10,213 | 10,213 | 10,213 | 10,213 |
| Miscellaneous | <u>200</u> | <u>7,700</u> | <u>2,700</u> | <u>2,700</u> | <u>2,700</u> |
| GROSS INCOME | <u>1,938,693</u> | <u>1,657,913</u> | <u>2,077,913</u> | <u>2,164,353</u> | <u>2,207,640</u> |
| TOTAL NET DEFICIT / (SURPLUS) MET FROM GENERAL RESERVE BALANCES | <u>-</u> | <u>237,780</u> | <u>-</u> | <u>-</u> | <u>-</u> |

APPENDIX BLINKING THE 2024/2025 TO 2026/2027 REVENUE BUDGET TO THE BOARD'S STRATEGIC OBJECTIVES

| Strategic Objective | | 2023/2024 Budget £ | 2023/2024 Projected £ | 2024/2025 Budget £ | 2025/2026 Budget £ | 2026/2027 Budget £ |
|--------------------------------|--|-----------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| 1 | Meeting User Expectations | 942,697 | 932,197 | 1,051,132 | 1,113,377 | 1,135,676 |
| 2 | Fiscally Sustainable | 94,584 | 94,584 | 99,440 | 101,429 | 103,457 |
| 3 | Transparent Governance and Clear Decision-Making Processes | 20,345 | 20,345 | 24,400 | 24,888 | 25,386 |
| 4 | A Modern, Diverse and Well-Trained Workforce | 25,000 | 25,000 | 15,000 | 3,030 | 3,060 |
| 5 | Quality and Standards | <u>856,067</u> | <u>823,567</u> | <u>887,941</u> | <u>921,629</u> | <u>940,061</u> |
| TOTAL GROSS EXPENDITURE | | <u>1,938,693</u> | <u>1,895,693</u> | <u>2,077,913</u> | <u>2,164,353</u> | <u>2,207,640</u> |

REPORT TO: TAY ROAD BRIDGE JOINT BOARD - 4 DECEMBER 2023

REPORT ON: CAPITAL PLAN 2024/2025 TO 2026/2027

REPORT BY: TREASURER

REPORT NO: TRB31-2023

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to approve the Board’s Capital Plan for the period 2024/2025 to 2026/2027 inclusive.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Board approve the Capital Plan as detailed in Appendix A of this report subject to confirmation of grant funding by the Scottish Government and note the provisional Capital Plan for 2025/2026 and 2026/2027.

3.0 FINANCIAL IMPLICATIONS

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

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

| <u>Financial Year</u> | <u>Capital Budget</u> £000 | <u>Grant Funding</u> £000 |
|-----------------------|-----------------------------------|----------------------------------|
| 2024/2025 | 6,500 | 6,500 tbc |
| 2025/2026 | 7,555 | tbc |
| 2026/2027 | 3,350 | tbc |

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

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

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 gross expenditure of the Capital Budget 2023/2024 to 2025/2026 to each of the Board’s five strategic objectives.

3.6 The Scottish Government’s Comprehensive Budget announcement will be on 14 December 2023. However, indicative discussions with Transport Scotland suggest that the funding requirement for 2024/2025 will be met. However, there is no guarantee that this level of funding will be maintained in future years.

4.0 RISK ASSESSMENT

- 4.1 There are a number of risks which may have an impact on the Capital Budget programme. The main areas of risk are set out below, together with the mechanisms in place to help mitigate these risks.
- 4.2 Construction cost inflation levels are volatile, and they can on occasion be relatively high in comparison to general inflation. This means that delays in scheduling and letting contracts may lead to increases in projected costs. Every effort will be made to ensure delays are avoided wherever possible and any increase in costs minimised.
- 4.3 Slippage in the Capital programme leads to the need to reschedule projects in the current year and possibly future years, therefore creating problems in delivering the programme on time. For this reason, the programme is carefully monitored and any potential slippage is identified as soon as possible and any corrective action taken wherever possible.
- 4.4 Capital projects can be subject to unforeseen price increases. The nature of construction projects is such that additional unexpected costs can occur. Contingencies are built into the budget for each capital project and these are closely monitored throughout the project.
- 4.5 There is risk associated with projects that are not yet legally committed as the works are not yet tendered for, and there is potential for costs to be greater than the allowance contained within the Capital Plan. As the majority of spend on these projects is in future years, the risk in the current year is not significant. Future years' Capital programme will be adjusted to reflect updated cost estimates.
- 4.6 The Capital Monitoring report and the Engineer's report provide information on individual projects contained within the Capital Budget and the impact of expenditure movements on the future financial years.
- 4.7 The level of Capital Grant received from the Scottish Government may be impacted by budgetary constraints in future financial statements.

5.0 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

14 NOVEMBER 2023

TAY ROAD BRIDGE JOINT BOARDPROPOSED CAPITAL EXPENDITURE PROGRAMME 2024/2025 - 2026/2027

| | <u>Strategic Objective</u> | <u>Projected Outturn 2023/24 £000</u> | <u>2024/25 £000</u> | <u>2025/26 £000</u> | <u>2026/27 £000</u> |
|--|--------------------------------|---|-------------------------|-------------------------|-------------------------|
| <u>Project Title</u> | | | | | |
| Carriageway Resurfacing | 1 | 6,141 | 6,200 | 175 | - |
| CP Hardware | 5 | 150 | - | - | - |
| CP Replacement | 5 | - | 150 | 2,500 | 2,500 |
| Advanced Warning Signs | 1 | 34 | - | - | - |
| Bearing Replacement to Nav Spans | 5 | - | - | - | 150 |
| Inspection of Columns and Piers | 5 | - | - | - | 300 |
| New Vehicles | 5 | 30 | - | 30 | - |
| New Gantries | 5 | 50 | - | 4,500 | 275 |
| Scour Protection | 5 | - | 25 | 225 | - |
| Gantry – Miscellaneous | 5 | 25 | 25 | 25 | 25 |
| Miscellaneous Projects | 5 | <u>100</u> | <u>100</u> | <u>100</u> | <u>100</u> |
| | | <u>6,530</u> | <u>6,500</u> | <u>7,555</u> | <u>3,350</u> |
| <u>Funded by</u> | | | | | |
| Capital Grant | | <u>6,530</u> | <u>6,500</u> | <u>tbc</u> | <u>tbc</u> |
| | | <u>6,530</u> | <u>6,500</u> | <u>-</u> | <u>-</u> |
| Additional Capital Funding Required | | <u>-</u> | <u>-</u> | <u>7,555</u> | <u>3,350</u> |

LINKING THE 2024/2025 TO 2026/2027 CAPITAL BUDGET TO THE BOARD'S STRATEGIC OBJECTIVES

| | Strategic Objective | 2023/2024 Projected £000 | 2024/2025 Budget £000 | 2025/2026 Budget £000 | 2026/2027 Budget £000 |
|---|---|---|--------------------------------------|--------------------------------------|--------------------------------------|
| 1 | Meeting User Expectations | 6,175 | 6,200 | 175 | - |
| 2 | Fiscally Sustainable | - | - | - | - |
| 3 | Transparent Governance and Clear Decision-Making Processes | - | - | - | - |
| 4 | A Modern, Diverse and Well-Trained Workforce | - | - | - | - |
| 5 | Quality and Standards | <u>355</u> | <u>300</u> | <u>7,380</u> | <u>3,355</u> |
| | TOTAL GROSS EXPENDITURE | <u>6,530</u> | <u>6,500</u> | <u>7,555</u> | <u>3,355</u> |