

Guide to Information Available Through the
Single Model Publication Scheme 2013

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1. Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- Publish the classes of information that they may make routinely available
- Tell the public how to access the information and what it might cost

The Tay Road Bridge Joint Board (The Board) has adopted the **Model Publication Scheme 2013** produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

The Model Publication Scheme is available on the Tay Road Bridge Joint Board web site at [Tay Road Bridge Freedom of Information Page](#) or by contacting The Board at the address given in Section 6 below.

The purpose of the Guide to Information is to:

- Allow you to see what information is available (and what is not available) in relation to each class
- State what charges may be applied
- Explain how you can find information easily
- Provide contact details for enquiries and get help with accessing the information
- Explain how to request information we hold that has not been published

Wherever possible this document contains direct links to the online document held on the Tay Road Bridge Joint Board web site www.tayroadbridge.co.uk

2. Availability and Formats

The information we publish through the model scheme, wherever possible, available on our website. Documents are available to download in Portable Document Format (PDF), viewable using Adobe Acrobat or similar reader. If you do not have Adobe Acrobat it can be downloaded at the following website free of charge <http://get.adobe.com/uk/reader/>

We offer alternative arrangements for people who do not want to, or cannot access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this – see Section 5 Charges).

3. Exempt Information

We will publish the information we hold that falls within the classes of information given in Section 7. If a document contains information that is exempt under Scotland's Freedom of Information laws (for example sensitive personal information, or a trade secret), we may remove or redact the information before publication but we will explain why.

4. Copyright Information

Where the Tay Road Bridge Joint Board holds the Copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- It is copied or reproduced accurately
- It is not used in a misleading context, and
- The source of the material is identified

Where the Tay Road Bridge Joint Board does not hold the Copyright in information we publish, we will make this clear.

5. Charges

This section explains when we may make a charge for our publications and how any charge will be calculated.

There is no charge to view information on our website or at our premises.

We may charge for providing information for you e.g. photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge is 10 pence per sheet of paper.

Information provided on CD-ROM will be charged at £0.50 per disc

Postage costs will be recharged at the rate we pay to send the information to you.

When providing copies of pre printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass any other costs on to you in relation to our published information.

This charging schedule does not apply to any commercial publications listed in Class 8 of the Publication Scheme.

6. Contact Details

You can contact us for assistance with any aspect of this Publication scheme:

Tay Road Bridge Joint Board

Bridge Office

Marine Parade

Dundee

DD1 3JB

E:mail: enquiries@tayroadbridge.co.uk

Telephone: 01382 221881

Fax: 01382 201529

7. Classes of Information

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

Class 1: About the Tay Road Bridge Joint Board
<p>Class Description:</p> <p>Information about the Tay Road Bridge Joint Board, who we are, where to find us, how we are managed and our external relations</p>

Contact Details	<p>Tay Road Bridge Joint Board Bridge Office Marine Parade Dundee DD1 3JB Telephone 01382 221881 Fax 01382 201529 By email: via web site (click on link below) Contact Details</p>
Structure	<p>The Board consists of twelve Elected Members from the three constituent Councils as follows:-</p> <p>Dundee City Council – 6 Members Fife Council – 5 Members Angus Council – 1 Member</p> <p>A Chair and Vice Chair are appointed to the Board to oversee business</p> <p>The Board appoints Senior Officers from Dundee City Council (DCC) to undertake the following Roles:-</p> <p>Clerk to the Board – Head of legal and Democratic Services, DCC. Responsible for Legal Advice, Freedom of Information and Data Protection issues etc</p> <p>Treasurer to the Board – Director of Corporate Services, DCC. Responsible for financial matters including Internal and External Audit arrangements, financial monitoring and reporting to the Board.</p> <p>Engineer to the Board – City Engineer, DCC. Responsible for engineering advice and services to the Board, management of contractors and reporting to the Board on engineering issues.</p>

	<p>The Board also appoints a Bridge Manager who has overall responsibility for the day to day operation of the bridge along with first line maintenance and inspection of the bridge. The Bridge Manager is the only Senior Officer employed directly by the Board.</p>
Business Hours	<p>The opening hours for the Bridge Office are Monday to Friday: 08:30 to 17:00</p> <p>The bridge is operated on a 24 hour basis and emergency contact can be made by telephone outwith normal hours if required.</p>
Customer Care / Complaints	<p>Complaints can be made in writing to the Bridge Manager at the above address, by telephone on the above telephone number or via the contact page on the Board Website.</p> <p>Full details of the Board's Complaint Procedure are given on the Board's web site</p> <p>Complaints Procedure</p>
FOISA	<p>The Boards Single Model Publication Scheme and Guide are available, by post or collection in person, in hard copy from the contact address above or electronically on the Board's web site</p> <p>Freedom of Information</p>
Constitution	<p>The constitution of the Tay Road Bridge Joint Board is set out in the Tay Road Bridge Order Confirmation Act 1991.</p> <p>Tay Road Bridge Confirmation Act</p> <p>The Board's ability to collect tolls was removed in 2008 under the Abolition of Bridge Tolls (Scotland) Act 2008</p> <p>Abolition of Tolls Legislation</p>
How the Board is governed	<p>The Board meets quarterly to discuss and approve financial reporting, engineering proposals, health and safety matters and strategic policy decision.</p> <p>The meetings are minuted and all papers discussed and minutes taken are available on the Board web site.</p> <p>The senior positions on the Board are:-</p> <p>Chair –Vacant at 31 May 2013</p> <p>Vice Chair – Cllr Margaret Taylor, Fife Council</p> <p>The Senior Officers with responsibility for strategic and operational matters are:-</p> <p>Clerk to the Board Roger Mennie, LLB(Hons), DipLP Head of Democratic and Legal Services Dundee City Council</p>

	<p>Engineer to the Board Fergus A Wilson, BSc, MBA, CEng, MICE, MCIHT, MAPS City Engineer Dundee City Council</p> <p>Treasurer to the Board Marjory M Stewart, FCCA, CPFA Director of Corporate Services Dundee City Council</p> <p>Bridge Manager Iain Mackinnon, BSc C Eng MICE Tay Road Bridge Joint Board</p> <p>Governance Policies The Board has a number of corporate governance policies including:</p> <ul style="list-style-type: none"> a) Standing Orders Standing Orders b) Scheme of Delegation Scheme of Delegation c) Financial Regulations Financial Regulations d) Fraud Guidelines Fraud Guidelines e) Code of Conduct for Councillors Members Code of Conduct f) Local Code of Corporate Governance Local Code of Corporate Governance
Corporate Planning	<p>Given the restricted nature of the Board's business, namely to manage and maintain the Tay Road Bridge there are limited process documents relating to Corporate Planning.</p> <p>Statutory Corporate documents are:</p> <ul style="list-style-type: none"> a) Health & Safety Policy Health & Safety Policy b) Single Equalities Scheme Single Equalities Scheme
External Relations	<p>Accountability Relationships</p> <p>In terms of accountability relationships the main external contact for the Board is the Scottish Government, via Transport Scotland. All funding is supplied by the Scottish Government in terms of Resource Grant and Capital Grant.</p> <p>Audit Function</p>

	<p>The Internal Audit function is carried out by Henderson Loggie, Accountants, Dundee</p> <p>The External Audit function is carried out by KPMG LLP, Edinburgh</p> <p>Both the Internal and External Audit functions are exposed to competition on a regular basis.</p>
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Class 2: Function and Service Delivery

Class Description:

Information about our work, our strategy and policies for delivering functions and services and information for our service users

Functions	<p>The Tay Road Bridge has a single function and that is to manage and maintain the Tay Road Bridge. This function is defined in the Tay Road Bridge Order Confirmation Act 1991.</p> <p>Tay Road Bridge Confirmation Act</p> <p>The Board's ability to collect tolls was removed in 2008 under the Abolition of Bridge Tolls (Scotland) Act 2008</p>
Services	<p>The service provided by the Tay Road Bridge Joint Board is to manage and maintain the Tay Road Bridge.</p> <p>The service includes carrying out all operations to maximise the availability of the bridge for motorists, cyclists, pedestrian and wheelchair users.</p>

Class 3: Decision Making

Class Description:

Information about the decisions we take, how we make the decisions and how we involve others

Decision Making	<p>Major decisions on matters involving large scale expenditure and corporate policies are taken by the Board at the Board Meetings which are held on a Quarterly basis.</p> <p>All Board meetings are minuted and the papers discussed and the decisions reached are recorded in the meeting Minutes.</p> <p>Board Meeting Minutes</p> <p>The meetings are open to the Public and are regularly attended by the Local Press who report on business.</p> <p>Decisions on routine matters are taken by the Bridge Manager, in accordance with the Scheme of Delegation, and in consultation with the Clerk, Treasurer and Engineer to the Board where necessary.</p> <p>The Scottish Government, via Transport Scotland, are involved during the decision making process relating to funding for items of major Capital investment.</p>
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Class 4: What we spend and how we spend it

Class Description:

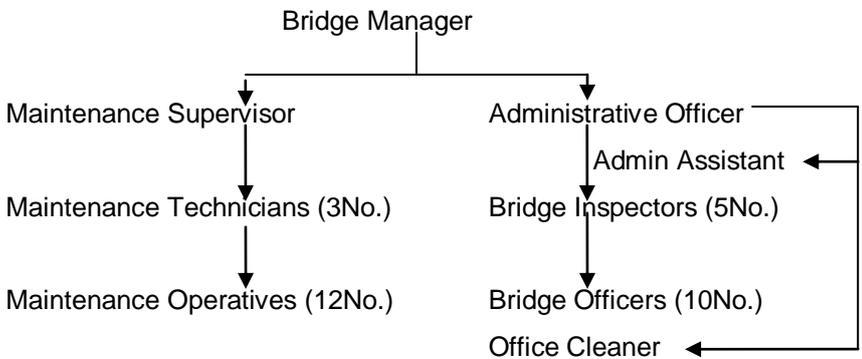
Information about our strategy for, and management of financial resources

Annual Accounts	<p>Annual Accounts</p> <p>Draft and fully audited annual accounts are produced for approval of the board.</p> <p>Board Meeting Minutes</p>
Budgets	<p>Revenue and Capital Budgets</p> <p>Annual Budgets are prepared for approval by the Board and quarterly Budget Monitoring reports are presented for discussion at the Board meetings. These reports are produced by Board Officers.</p> <p>Board Meeting Minutes</p>
Remuneration	<p>Remuneration</p> <p>Details of Board Members remuneration and expenses are available from the Clerk to the Board.</p> <p>The remuneration of the Bridge Manager is given in the audited Annual Accounts.</p>

Class 5: How we manage our Human, Physical and Information Resources

Class Description:

Information about how we manage the human, physical and information resources of the Board

Staffing Structure	<p>Human Resources Staffing Structure</p>  <pre> graph TD BM[Bridge Manager] --> MS[Maintenance Supervisor] BM --> AO[Administrative Officer] MS --> MT[Maintenance Technicians (3No.)] MT --> MO[Maintenance Operatives (12No.)] AO --> AA[Admin Assistant] AO --> BI[Bridge Inspectors (5No.)] BI --> BO[Bridge Officers (10No.)] BO --> OC[Office Cleaner] AA --> AO OC --> AO </pre> <p>Organisation Chart</p>
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Human Resources Policies	<p>The following Human Resources policies are in place:-</p> <ul style="list-style-type: none"> Employee handbook Employee Handbook
Physical Resources	<p>The Board maintains the bridge in accordance with the following documents:-</p> <ul style="list-style-type: none"> Asset Management Plan Asset Management Plan Lifecycle Plan Lifecycle Plan <p>These documents are based on industry wide best practice and use nationally adopted Codes of Practice.</p>
Information Resources	<p>The Board has developed a Publication Scheme in accordance with the FOISA 2013 guidance, to manage Information requests.</p> <p>The Board complies with the Data Protection Act in terms of Subject Access requests and the Information Commissioners Code of Practice for the operation of CCTV systems.</p>

Class 6: How we procure goods and services from external providers

Class Description:

Information about how we procure goods and services, and our contracts with external providers

Procedures	<p>All goods and services are obtained in accordance with the Board's Tender Procedures. Tender Procedures</p>
Invitations to Tender	<p>Depending on the value of the Contract, tenders are invited from select lists for various categories of work or advertised either locally or in the Official Journal of the European Community (OJEU) depending on the contract value.</p>
Current Contracts	<p>A list of current contracts, updated annually is available on request</p>
Joint Services Contracts	<p>Where it is possible to achieve efficiencies, Joint (or Collaborative) Services Contracts, are explored wherever possible. These are noted in the list of current contracts.</p>

Class 7: How we are performing

Class Description:

Information about how we perform as an organisation, and how well we deliver our functions and services

Performance	<p>There are no statutory or voluntary Performance Indicators used by the Board.</p> <p>Performance, in terms of availability of the bridge to the travelling public, is reported to the Board on a quarterly basis</p> <p>Board Meeting Minutes</p>
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Class 8: Our commercial publications

Class Description:

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g bookshop

Publications	None
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