



Tay Road Bridge

TAY ROAD BRIDGE JOINT BOARD

Scheme of Delegation

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Document Reference:	TRB 12 rev 1
Approved for Issue:	TRB Board at March 2018
Date: 6 March 2018 Board Meeting	TRBJB

TAY ROAD BRIDGE JOINT BOARD

SCHEME OF DELEGATION

SCHEME OF DELEGATION - TAY ROAD BRIDGE JOINT BOARD

The following officers shall have delegated authority from the Board, as follows:-

THE TREASURER

1. Authority to provide advice to the Board on the formulation of policies and strategies in respect of financial matters.
2. Authority to prepare an Annual Unaudited Statement of Accounts and thereafter submit to the Board an Annual Report and Accounts including an audit certificate.
3. Authority to prepare the Board's annual and three year Capital and Revenue Budgets, in conjunction with the Bridge Manager and the Engineer to the Board.
4. Authority to monitor and regulate the Board's Annual Revenue and Capital Budgets.
5. Authority to determine and operate the Board's accounting policies, procedures and records.
6. Authority to liaise with the Board's External Auditors.
7. Authority to write off miscellaneous debts subject to all possible measures to effect collection having been exhausted.
8. Authority to make the necessary arrangements for the Board's banking requirements and their operation thereafter.
9. Authority to order cheques and national giro payment forms and to arrange for their safe custody.
10. Authority to authorise bank transfers and to sign cheques and giro's on the Board's accounts.
11. Authority to manage the Board's borrowing and lending arrangements in accordance with the Tay Road Bridge Order Confirmation Act 1991.
12. Authority to ensure an effective Internal Audit function is available to the Board and ensure that appropriate systems of internal control are established and maintained.
13. Authority to enter Board premises or property and to access all records, computer files and other documents and correspondence on financial matters. In so doing they may require and receive explanations and answers relating to the matter under examination and require employees to produce cash stores or other property under their control. The Treasurer may delegate this authority to any member of staff he or she thinks fit.
14. Authority to approve or prescribe the form of time records, pay documents, receipt forms, books and tickets etc.
15. Authority to pay all sums due to creditors subject to the certification and authorisation of appropriate Officers.
16. Authority to take all necessary steps to ensure risks of loss, damage or injury emanating from the Board's functions are properly managed and, where considered necessary, insured against.
17. Authority to provide financial advice regarding the status of companies to be included on the Board's Standing List of Contractors as maintained by Dundee City Council.
18. Authority to submit all financial returns on behalf of the Board.
19. Authority to act as Proper Officer for the purposes of Section 95 of the Local Government (Scotland) Act 1973 (proper administration of financial affairs).
20. Authority to prepare and maintain a Scheme of Administration on Financial Regulations.

21. Authority to monitor and enforce the Board's Financial Regulations.
22. Authority to approve the voluntary retirement of employees without enhancement.
23. Authority to accept external grants on behalf of the Board.
24. Authority to manage the Board's reserves and balances in accordance with the agreed protocol and any other relevant guidance.

THE CLERK

1. Authority to affix the common seal of the Board to any deed or other document to which the Board is a party.
2. Authority to appoint Counsel.
3. Authority to appoint external legal advisers.
4. Authority to defend legal actions raised against the Board.
5. Authority to take necessary action for the recovery of monies due to the Board.
6. Authority to raise, defend and settle legal claims in the Board's best interests.
7. Authority to conclude missives and settle conveyancing transactions.
8. Authority to instruct searches in Property, Personal and Charges Registers.
9. Authority to appoint Sheriff Officers when required.
10. Authority to sign wayleave consents.
11. Authority to deal with all matters relevant to the Data Protection Act on behalf of the Board.
12. Authority to make Temporary Traffic Orders.
13. Authority to open tenders in the absence of the Chairperson or Vice Chairperson.
14. Authority for the Clerk to act on urgent matters which may arise between meetings in consultation with the Chairperson and Vice Chairperson subject to a report being submitted for information to the next appropriate meeting of the Board.
15. Authority to operate the Board's Tendering Procedures, including signing of acceptance letters / contracts on behalf of the Board.
16. Authority to enforce the Board's Standing Orders and agenda preparation procedures.
17. Authority to prepare a Scheme of Administration on Tender Procedures.
18. Authority to prepare a Scheme of Administration on Delegated Powers.

THE BRIDGE MANAGER

1. Authority to manage and deliver services in accordance with the Board's priorities subject to compliance with the Board's Standing Orders, Tender Procedures and Financial Regulations.
2. Authority to incur expenditure within the approved budget and subject to the Board's Human Resources policies, Financial Regulations and Tendering Procedures.
3. Authority to appoint permanent staff so long as such appointments are within the approved establishment and approved Revenue Budget.

4. Authority to appoint temporary staff so long as such appointments are within the approved Revenue Budget.
5. Authority to develop training plans and authorise any member of staff to attend appropriate training courses or conferences within the United Kingdom relating to the duties of such member of staff provided expenditure is within the approved Revenue Budget.
6. Authority to take disciplinary action as appropriate, in accordance with the Board's agreed Disciplinary Procedures, including dismissal.
7. Authority to grant paid compassionate leave or unpaid special leave of absence to any employee of the Board.
8. Authority to authorise the temporary use of Board land and property by outside parties subject to the Board's legal and insurance requirements being met.
9. Authority to order emergency works in relation to the operation and maintenance of the bridge up to the value of £50,000 subject to consultation with the Engineer as necessary, advising the Chairperson and reporting to the Board as soon as possible thereafter.
10. Authority to order works in addition to the Revenue and Capital budgets to the value of £10,000 subject to consultation with the Treasurer, and advising the Chairperson and reporting to the Board as soon as possible thereafter. 11. Authority to select appropriate contractors for tendering for works from the Board's Standing List of Contractors in consultation with the Clerk and the Treasurer.
12. Authority to appoint external consultants to advise on technical matters affecting the operation and maintenance of the bridge in consultation with the Clerk and the Treasurer.
13. Authority to make arrangements for the disposal of surplus assets valued at less than £10,000.
14. Authority to take all necessary steps to ensure risks of loss, damage or injury emanating from Board service provision are properly managed and, where considered necessary, insured against.
15. Ensure that all FOISA procedures and guidance are adhered to and FOISA compliance is monitored.

THE ENGINEER

1. To advise on and conduct general principal and special inspections of bridge structures.
2. To provide advice to the Board on the formulation of policy and strategies with regard to all major engineering works.
3. Authority to maintain a standing list of contractors in consultation with the Bridge Manager and Treasurer.
4. Authority to provide technical advice in consultation with the Bridge Manager on companies seeking to be included on the Board's Standing List of Contractors as maintained by Dundee City Council.
5. Authority to select appropriate contractors for tendering for works from the Board's Standing List of Contractors in consultation with the Clerk and the Treasurer.
6. Authority to appoint external consultants to advise on technical matters affecting the bridge structure in consultation with the Clerk and the Treasurer.
7. Authority to order emergency works in relation to matters affecting the bridge structure up to the value of £50,000 subject to consultation with the Bridge Manager as necessary, advising the Chairperson and reporting to the Board as soon as possible thereafter.