

## **For Noting**

Agenda Item: 12.5  
Date of Meeting: 24/04/24

**To:** The Management Committee

**From:** The Director

**Subject:** Review of Use of Taxis Policy

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### **1. Introduction and Purpose**

- 1.1 The above Policy is due for review as per the Policy Review Timetable. It has been classed as a routine review and therefore does not require Committee approval.
- 1.2 The purpose of this report is to advise the Committee of the outcome of the review and provide a summary of any changes made.

### **2 Review of Use of Taxis Policy**

- 2.1 We have an account with Glasgow TOA to enable Committee and Staff to use taxis where required for business purposes only. As part of our governance framework we developed a Policy governing the use of taxis which was implemented in early 2019 and further revised in August 2019. Following the review only minor changes were identified as needed. The changes made to the Policy are as follows:
  - Section 6: Use of Taxis – amendment to paragraph 6.9 to improve clarity;
  - Section 8: Monitoring Use of Taxis – amendment to paragraph 8.2 to include the Finance Officer in the task of keeping records of expenses;
  - Section 9: Risk Management – updated to reflect that we have a Strategic Risk Register. Name change of Audit Sub-Committee to Audit & Risk Sub-Committee;
  - Section 10: Data Protection – updated with corporate statement
- 2.2 A copy of the track change version of the Policy and a clean version of the Policy can be found in the Resources Section of DecisionTime > Policies > Policies for Review April 2024.

### 3. Risk

- 3.1 Not having a policy in place to govern the use of taxis, may lead to inappropriate use of taxis or inadequate records of expenses incurred in using taxis (that are not booked via our account). It is important that where our people (committee and staff) are to be compensated for expenses such as taxi fares or use our taxi account, that we can account for all expenses and usage. In such matters, we want to be open and transparent.

### 4. Delivery of our Strategic Objectives

Area	Related Strategic Objective(s)
Review of Use of Taxis Policy	7) Achieve the highest standards in all that we do 6) Use resources efficiently and effectively

### 5. Delivery of our Core Values

Area	Related Core Value(s)
Review of Use of Taxis Policy	Accountable and Compliant

### 6. Compliance and Assurance

- 6.1 Having a Policy in place to cover the use of taxis and periodically reviewing it, contributes to good governance. This approach means we are compliant with Regulatory requirements as follows:

Compliance Source	Details
The Standards of Governance and Financial Management for RSLs	<b>Standard 5</b> – The RSL conducts its affairs with honesty and integrity.  <b>Guidance 5.1</b> – The RSL conducts its affairs with honest and integrity and, through the actions of the governing body and staff, upholds the good reputation of the RSL and the sector.

### 7. Summary

- 7.1 As per the Policy Review Timetable, the Use of Taxis Policy is now due for review. This was classed as a routine review and, therefore, does not require to be presented to Committee for approval.

- 7.2 The outcome of the review resulted in a few, non-material changes to the policy as detailed in Section 2.
- 7.3 Risk has been considered at Section 3.
- 7.4 Section 4 shows how having a Use of Taxis Policy and periodically reviewing it, contributes to the delivery of our strategic objectives.
- 7.5 Section 5 shows how having a Use of Taxis Policy and periodically reviewing it, contributes to the delivery of our Core Values.
- 7.6 Section 6 sets out how we comply with Regulatory requirements.
- 7.7 Committee is asked to note that the Use of Taxis Policy was reviewed in line with our Policy Review Timetable and that only a few non-material changes were made. Committee is further asked to note that copies of the Policy (track change version and clean version) are available in the Resources Section of DecisionTime > Policies > Policies for Review April 2024.