

Managers' Briefing

New policy for using taxis



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Background

The council has created a new policy for staff who need to use a taxi for council business on an ad-hoc basis. The new policy sets out the principles and processes that staff will need to follow when considering a taxi for council business. You can read the policy on [Connect here](#).

Your role

Please share the messages in this briefing by **Friday 2 December** so that your staff are aware of the new policy on using taxis for council business.

Tell your staff that previous taxi account codes are no longer in use from **Monday 5 December**.

When should I use a taxi?

You should only book a taxi when you can't use any other method of transport or in exceptional circumstances. Taxi journeys should be planned as far in advance as possible.

Before requesting a taxi, you must consider the following principles:

- Is the travel exclusively for council business, such as meetings and events?
- Are alternative travel options available, including public transport, active travel (walking or cycling), council pool cars or an appropriately insured personal vehicle?
- Can you use any of these alternative travel options in a safe manner and arrive at your destination in a reasonable timeframe?
- If the taxi is being considered for transporting goods or equipment, can alternative arrangements be made?
- Does the meeting or event require a physical presence, or can it be accessed remotely, for example, by teleconference or MS Teams?
- Have you considered sharing a taxi with colleagues attending the same place?

There will be exceptional circumstances when a taxi is needed, some examples are shown below. Services may also consider other circumstances that are specific to the needs of the service.

- unplanned, urgent business, emergencies or on health and safety grounds.
- to assist individuals returning home from work due to ill health or on compassionate grounds.
- working during a major incident or event when public transport is not available or may be excessively time consuming.
- circumstances where individuals who normally commute on public transport are required to work before or after their normal times and public transport is not in operation.

Refer to the policy on [Connect](#) for more examples and full details on how to apply the principles.

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Any misuse of taxis or failure to apply this policy may result in disciplinary action and charges related to the journey may be recovered from the individual.

How to book a taxi

Taxi requests should now be made in Pulse, where possible. If you don't use Pulse, then your service has a dedicated contact to process taxi requests on your behalf. Details of these contacts are at the end of this briefing.

Before booking a taxi, this must be authorised by a named approver in your service, normally a senior manager. All authorised taxi approvers are listed below.

All requests will be processed by the Corporate Integrated Transport Unit (CITU) in CBS, who will contact taxi firms to arrange your booking, applying the agreed taxi framework of rankings and rates.

Staff should not contact taxi firms directly; the costs of taxis booked this way will generally not be reimbursed by the council.

Service Contacts for taxi requests	
Chief Executive's Department	Linda Chalmers/ Debbie Blair
Education Services (HQ only)	Central Admin Team
Financial Services	Louise Love Ward/ Marjorie MacPherson
Neighbourhoods, Regeneration and Sustainability	NRS Admin Hub

What to do in an emergency?

In an emergency, or if a taxi is required at short notice, then staff should contact their Service Directorate, who can, by exception, contact taxi companies directly to make a booking.

This should not be used routinely as a means of booking taxis and a Pulse form will be recorded retrospectively to make sure that records are kept.

There may be emergency or exceptional situations where Service Directorates can't be contacted, and staff need to book a taxi directly and submit an expense claim form. Managers approving taxi claims on MyPortal must make sure that this is not a common occurrence as all taxis should be booked as set out in the policy.

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Taxi approvers

Authorised Taxi Approvers			
Chief Executive's Department			
Elaine Galletly	Bernadette Monaghan	Theresa Searle	Graham Smyth
Colin Edgar	Amanda Halbert	Sharon Thomson	Malcolm Leitch
Robert Anderson	Kevin Rush	Lynn Norwood	Alison McCrae
Laura Heggie	Christine Brown	Gary Hurr	Tracey Cunningham
John Paterson	Michelle McGinty	Emma Rodger	Shona Honeyman
Kenny Meechan	David Loney	Shaw Anderson	Jane Morrison
Jen McMartin	Kimberley Hose	Cormac Quinn	Alan Davidson
Roddy Maciver	Brendan Murphy	Ewan Eccleston	Mike McNally
Iain Miller	Normal Robinson	Dominic Dowling	Fiona English
Mairi Millar	Maureen Fitzpatrick	Alison MacDonald	Kirsty MacAlpine
John Sherry			
Education Services (HQ ONLY)			
Douglas Hutchison	Catherine Gallagher	Marion Gow	Michele Kershaw
Lorna Goldie	Heather Douglas	Carole Cairns	Andrea Crawford
Jennifer Tees	Sharon Constable	Michele McClung	Barry Syme
Donnie MacLeod	Alison Bowers	Christina MacDonald	Alison Crawford
Gerry Lyons	Adele Bowman	Kirsteen Highlands	Fergal Doherty
Jean Miller	Caroline Rickard	Robert Connor	Donna Cunningham
Andrea Reid	Susan Molloy		
Financial Services			
Martin Booth	Stephen Sawers	Will Hart	Ross McKenzie
Duncan Black	Tom McLaren	William McFarlane	Richard McIndoe
Stephen Crichton	Gillian Pagani	Julia McCreddie	
Janice Timoney	Morag Johnston	Linda Andrew	
Neighbourhoods, Regeneration and Sustainability			
Divisional Directors	Carol Connolly	Alison Duffy	Harjinder Gharyal
Jenny O'Hagan	Eileen Marshall	David McEwan	
Heads of Service	Alex MacLean	Andy Mollon	Raymond Barlow
Jonathan Brown	Stephen Egan	Christine Francis	Denise Hamilton
Mandy MacDonald	Deborah Paton	Kenny Markwick	Gavin Slater
Jennifer Sheddan	Stevie Scott	Sarah Shaw	
Gary Walker		Area office contact	Susan Hanlin