

## TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP

10 SEPTEMBER 2024

## TACTRAN GOVERNANCE DOCUMENTS REVIEW

## JOINT REPORT BY DIRECTOR AND TREASURER

Purpose

The following governance documents have been reviewed and amended, as appropriate:

- Financial Regulations
- Scheme of Delegation
- Risk Management Strategy and Policy
- Standing Orders

Summary

All documents are available in the members area of the Tactran website for Board Members to review. Tracked changes have been kept on the Financial Regulations and Scheme of Delegation versions available at this time to assist Board members identify recommended amendments.

**1 RECOMMENDATIONS**

1.1 That the Partnership:

- (i) approves the following governance documents: financial regulations, risk management strategy and policy, scheme of delegation and standing orders, as reviewed and amended.

**2 BACKGROUND**

2.1 Tactran's Governance Documents were last reviewed in December 2016, with the exception of the Financial Regulations which were reviewed in 2019 Reports RTP/16/34 and RTP/19/18 refer). A number of the procedures within some of the documents were outdated as technology and working practices have changed in the intervening period.

**3 DISCUSSION**

3.1 The governance documents have been reviewed to ensure they align with modern working arrangements and document management systems and have been amended as appropriate.

- 3.2 Financial regulations document establishes the financial policies of Tactran. The Financial Regulations have been updated as follows:
- Section 8, Bank Accounts; to remove reference to cheques, which are no longer used, and to amend signing limits in line with requirements;
  - Section 10, Petty Cash; to note that most small transactions are likely to be by debit card or electronic payment; and
  - Section 21, Procurement; to bring procurement in line with modern practices.
- 3.3 A Scheme of Delegation is a document showing what authority the Tactran Board has delegated to the Chairperson, Committees, Secretary, Proper Officers and the Director. Minor changes have been made to the Scheme of Delegation to bring it up to date and align them with modern working arrangements.
- 3.4 The Risk Management Strategy and Policy outlines the procedures for risk identification, assessment of likelihood and impact of the risk, identification of controls and indicators, and appropriate mitigation and ongoing monitoring.
- 3.5 Standing Orders are the written rules of Tactran and confirm internal organisational, administrative, and procedural matters.
- 3.6 The current Risk Management Strategy and Policy and Standing Orders have both been reviewed and are considered to remain fit for purpose, with no amendments proposed.
- 3.7 All four documents are available in the Members area of the Tactran [website](#), as Appendices A, B, C and D. The changes to the Financial Regulations and Scheme of Delegation have remained tracked in the versions available to Board members to assist in identifying the changes recommended.

## **4 CONSULTATIONS**

- 4.1 The report has been prepared in consultation with the relevant Perth and Kinross support officers.

## **5 RESOURCE IMPLICATIONS**

- 5.1 There are no resources implications identified with the changes recommended within the governance documents.

## **6 EQUALITIES IMPLICATIONS**

- 6.1 This report has been screened for any policy implications in respect of Equality Impact Assessment and no major issues have been identified.

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**Director**

Report prepared by Mark Speed. For further information contact email [markspeed@tactran.gov.uk](mailto:markspeed@tactran.gov.uk).

**NOTE**

Report to Partnership RTP/16/34, Review of Core Governance Policies and Procedures, 6 December 2016

Report to Partnership RTP/19/18, Financial Regulations, 18 June 2019