West Yorkshire Combined Authority | Tracy Brabin Mayor of West Yorkshire

Our Reference: 3611

26/05/2026

Freedom of Information Act 2000 Enquiry: Mayoral and Staff Private Travel

Thank you for contacting West Yorkshire Combined Authority ('the Combined Authority') with your request for information, which was received on 24/04/2026.

Your request was:

1. Total expenditure on taxis, private hire vehicles, or chauffeur services for the Mayor and staff in their office in the past two financial years.
2. Any policies governing when such services may be used

This request is being handled under Freedom of Information Act 2000. Documents attached to this request are as follows –

S.No	Document Name
D1.	Ref 3611 - Travel & Expenses Policy
D2.	Ref 3611 - Code of Conduct for Officers - June 2025
D3.	Ref 3611 - Toolkit 1 - Travel Risk Assessment Form
D4.	Ref 3611 - Business Trip Briefing 2021
D5.	Ref 3611 - Part 6 - Members' Allowances Scheme – May 2026

We have completed our searches, and I can confirm that the Combined Authority holds information covered by your request.

In relation to first question, information about the Mayor's use of taxis and private hire vehicles is already published as part of the regular disclosure of corporate card expenditure. This information is available on our Transparency and Freedom of Information webpage. The published data includes all relevant spending and is updated routinely in line with our publication schedule.

With regards to second question, the policy most relevant to the use of taxis and private hire vehicles is the Combined Authoritry's Travel and Expenses Policy and Members' Allowances Scheme, which is provided with this response as document D1 & D5. All staff activities, including travel arrangements, must also comply with the Code of Conduct for Officers, which is provided as document D2.

The Business Trips Briefing 2021, provided as document D4, contains only reference to the use of taxis in a health and safety context. The use of taxis is not set out as a standalone policy or procedure. Instead, guidance appears within the Travel Risk Assessment Toolkit (D3), where taxis are referenced as a measure to reduce risks such as kidnap or abduction when staff are travelling for business, particularly overseas. This guidance applies to all staff and is not specific to the Mayor.

If you believe that your request for information has not been handled properly, you can ask for an internal review of our decision. Internal review requests should be submitted within two months of the date of receipt of this letter.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113
Website: www.ico.gov.uk

For your information, there is no charge for making an appeal.

Yours sincerely,
Information Governance Officer
freedom.info@westyorks-ca.gov.uk