

# Scottish Terms and Conditions Committee

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Ref: STAC(TCS03)2014

19 December 2014

To: Chief Executives,  
Directors of Finance,  
Directors of Human Resources -  
NHS Boards and Special Health Boards,  
NHS National Services Scotland (Common Services Agency) and  
Healthcare Improvement Scotland

CC: Members, Scottish Partnership Forum  
Members, Scottish Terms and Conditions Committee  
Members, Scottish Workforce and Governance Committee

Dear Colleague

## **REIMBURSEMENT OF EMPLOYEE NHS BUSINESS TRAVEL COSTS – NOVEMBER REVIEW**

The new system for reimbursing staff for work based travel costs, introduced from 1 July 2013 by NHS Circular PCS(AFC)2013/3, contains a twice yearly review mechanism. These reviews are carried out by the UK Staff Council in April or May, in the first instance, and then in November. Applicable rates are then adjusted (on 1 July or 1 January following the review) if motoring costs, as published by the AA, have changed more than 5% (up or down) in the preceding six months.

The above feature was triggered earlier this year and led to a reduction in rates from 1 July. This came as a surprise to many staff who had not realised rates could go down as well as up. These negative effects were compounded by the fact that, as a knock on effect of further discussions which were taking place within the UK Staff Council, the circular implementing this change in Scotland was published after the change took effect, necessitating recovery of overpayments.

The Scottish Terms and Conditions Committee at its most recent meeting on 12 December committed to getting any future circular announcing a change out to the service as soon as possible, and also to issuing a communication after every review, whether the rates have changed or not.

This latter decision is aimed at ensuring that the service is aware of, and gets used to, the six monthly cycle which is integral to the new approach. The outcome of reviews which result in changes in rates will be announced in the usual way, through an NHS Circular. Reviews which do not result in a change will be followed by a letter such as this from the Joint Chairs of STAC.

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For the avoidance of doubt, we can confirm that the review which took place in November this year did not trigger a change, so rates will stay the same come 1 January 2015.

Yours sincerely



Robert Calderwood  
Chief Executive  
NHS Greater Glasgow & Clyde

**STAC Management Side Co-Chair**



Colin Poolman  
Senior Officer, Grampian, Fife & Shetland  
Royal College of Nursing  
**STAC Staff Side Co-Chair**