

Scottish Terms and Conditions Committee

Ref: STAC(TCS01)2017

3 February 2017

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

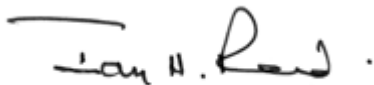
Dear Colleague

HEAVY OR BULKY EQUIPMENT

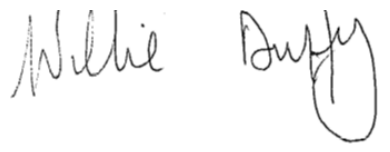
The Scottish Terms and Conditions Committee recently discussed the definition of “heavy or bulky equipment” with reference to Section 17 and Table 7 of the Agenda for Change Handbook.

Following this discussion, it was agreed that the Secretariat would write to Boards to reaffirm that paragraph 17.22 of the Agenda for Change Handbook allows for an additional rate of reimbursement of mileage costs to those who are required to carry heavy or bulky equipment. STAC also noted that further guidance had been agreed in NHS Lothian. This is attached as Annex A and Boards may find this useful in developing any further guidance which may be appropriate.

Yours sincerely



Ian Reid
Secretary
Management Steering Group
Management Secretary, STAC



Willie Duffy
Regional Organiser
Unison
Staff Side Secretary, STAC

Agenda for Change

Part 3: Terms and Conditions Section 17: Reimbursement of Travel Costs

Transporting Equipment

Current wording as per Agenda for Change

Employees who use their vehicles in the performance of their duties may be required to take equipment with them. Employers have a duty of care under the Health and Safety at Work Act 1974 and related legislation, to ensure that this does not cause a risk to the health and safety of the employee. Employees should not be allowed to carry equipment which is:

heavy or bulky, unless a risk assessment has been carried out beforehand. When, after the necessary assessment has demonstrated it is safe to carry equipment an allowance shall be paid for all eligible miles for which the equipment is carried, provided that either:

- the equipment exceeds a weight which could reasonably be carried by hand; or
- the equipment cannot be carried in the boot of the vehicle and is so bulky as to reduce the seating capacity of the vehicle.

Additional clarification

It is proposed that in terms of the bullet point on equipment exceeding a weight which could reasonably be carried by hand that we clarify that 10kg is the weight that we would expect an individual to reasonably carry and any weight beyond this we would consider could not be reasonably carried by hand and therefore the additional allowance would be paid. This is currently the maximum weight that can be safely carried in confidential waste bags and also laundry bags.

In terms of the second bullet point, we think it should be made clear that this should refer to the car that is registered with Expenses for the purposes of claiming travel expenses and therefore what might fit in one car might not fit in another but if that is the car that is used normally for travel, the allowance will be paid where applicable.

The last part of the definition would therefore read as follows:

- the equipment exceeds a weight which could reasonably be carried by hand, which for the purposes of this allowance is 10kg; or
- the equipment cannot be carried in the boot of the vehicle that is normally used for business travel and is so bulky as to reduce the seating capacity of the said vehicle.