

Scottish Terms and Conditions Committee

Ref: STAC(TCS05)2016

5 July 2016

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 – MAY REVIEW

This letter is being issued to highlight the statement below from the NHS Staff Council following their 5 July meeting:

In May each year the NHS Staff Council refers to the most recently published data on motoring costs to review the rates of reimbursement given to employees who use their privately owned vehicles on NHS business. Any change in rates is applied to journeys made on and after 1 July. This year no review has so far been possible because the necessary data has not yet become available. Consequently, the proposal is that, if there is a change in rates following a review once the data is available, a change in rates should apply to business journeys from a date which would avoid the need for:

- the recovery of overpayments, if rates go down; or
- the calculation of arrears of reimbursement, should rates go up.

The agreed procedures in Section 17 and Annex L in the NHS Terms and Conditions of Service Handbook will apply to this review and future reviews. The review of fuel prices scheduled for November 2016 will take place as normal and the situation will be reviewed again in May 2017.

In summary then, Boards should continue using the current mileage rates until further notice.

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Should there be a change in rates, STAC will ensure these are communicated to the service in a way which meets the above criteria.

Yours sincerely



Robert Calderwood
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STAC Management Side Co-Chair

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Royal College of Nursing
STAC Staff Side Co-Chair