

The Scottish Government

Directorate for Health Workforce and Performance
Pay and Terms and Conditions of Service Division



Dear Colleague

MILEAGE YEAR 2013-14

Summary

1. Further to [PCS\(AFC\)2013/3](#) which set out new arrangements for reimbursing staff for work based travel costs, this circular clarifies the approach which NHSScotland Boards should adopt to the 2013-14 mileage year. These provisions have been agreed in partnership through the Scottish Terms and Conditions Committee.

Background

2. NHS Circular PCS(AFC)2013/3 is effective from 1 July 2013 and specifies that work related travel up to 3,500 miles should be paid at a higher rate, with any additional miles travelled within the same year being paid at a lower rate.

3. The fact that these provisions do not begin on 1 April when the financial year begins raises questions about whether the mileage year should now be set at 1 July to 30 June, going forward. Following discussion of this matter, all sides in Scotland have concluded this would not be helpful.

4. It has instead been decided to run the new arrangements for a 9 month period from 1 July 2013 (when counting of the 3,500 miles should begin) to 31 March 2014 in NHSScotland. This will then allow the mileage year to be re-set in tandem with the financial year from 1 April 2014.

Action

5. NHS Boards and Special Health Boards should ensure that the arrangements set out in this circular are implemented for the 2013-14 mileage year, before returning to the normal yearly cycle for 2014-15.

23 August 2013

Addressees

For action

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

For information

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

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Cabinet Secretary Approval

6. The provisions of this circular have been approved by Scottish Ministers under Regulation 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (SI 1991 No 537). A copy of the formal approval is attached.

Enquiries

7. Employees should direct their personal enquiries to their employing NHS Board or Special Health Board.

8. Employers should make their own arrangements for obtaining additional copies of this circular, which can be viewed at:

www.sehd.scot.nhs.uk

Yours sincerely

SHIRLEY ROGERS

Deputy Director

Directorate for Health Workforce and Performance

The Scottish Government

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Pay and Terms and Conditions of Service Division



**NATIONAL HEALTH SERVICE
APPROVAL OF REMUNERATION AND CONDITIONS OF SERVICE**

In accordance with regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 (S.I. 1991/537) the remuneration and conditions of service set out in the attached Scottish Government Health Workforce Directorate circular of 23 August 2013 – PCS(AFC)2013/5 – in respect of the mileage year are hereby approved for the purposes of the said Regulations.

SHIRLEY ROGERS

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23 August 2013