

HUMAN RESOURCES DIRECTORATE

Chief Executives of HSC Bodies¹;

For information:

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Your Reference: **ADDENDUM**
HSC (AfC)(3) 2013
Our Reference: **DH1/13/293500**
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Dear Colleagues

NHS AGENDA FOR CHANGE TERMS AND CONDITIONS OF SERVICE HANDBOOK (AMENDMENT NUMBER 29): REIMBURSEMENT OF EMPLOYEE BUSINESS TRAVEL EXPENSES

Summary

1. This Circular is an addendum to Circular HSC AfC (3) 2013 issued on 19 June 2013 and provides clarification on the mileage entitlement for all staff on Agenda for Change terms and conditions of service who provide on-call cover. The addendum to this Circular has been agreed by the Joint Negotiating Forum under the Health and Social Care partnership working arrangements.

Reimbursement Rates for Business Travel Expenses for Staff who Provide On-Call Cover from 1 July 2013

2. From 1 July 2013, all staff who are called into work during a period of on-call will be reimbursed for their home to office return journey at the reserve rate.

¹ The Health and Social Care Board, HSC Trusts, the Public Health Agency, the Business Services Organisation, the Northern Ireland Blood Transfusion Service Agency, the Northern Ireland Guardian and Litem Agency, the Northern Ireland Practice & Education Council for Nursing, Midwifery & Health Visiting (NIPEC), the Northern Ireland Social Care Council (NISCC), the Patient & Client Council, the Northern Ireland Regulation and Quality Improvement Authority and the Northern Ireland Medical and Dental Training Agency (NIMDTA)

3. The rates of reimbursement applying to all journeys undertaken on or after 1 July 2013 are set out at Section 17 (Table 7) of the NHS Agenda for Change Handbook.

Action

4. HSC Employers should ensure that staff who provide on call cover are reimbursed at the reserve rate, as set out at Section 17 (Table 7) of the NHS Agenda for Change Handbook, from 1 July 2013.

Enquiries

5. **Employees** must direct personal enquiries to their employer.
6. **Employers** should direct enquiries about the contents of this Circular to, Human Resources Directorate, Non Medical Unit, Room D1, Castle Buildings, Stormont, Upper Newtownards Road, Belfast BT4 3SJ (telephone 028 90522832), email: p&e@dhsspsni.gov.uk.

Further Copies

7. Copies of this Circular can be obtained from the Department's website at http://www.dhsspsni.gov.uk/index/hrd/guidance_circulars.htm. Further information on the new NHS mileage arrangements is available on the NHS Employers website at: <http://www.nhsemployers.org/PayAndContracts/AgendaForChange/mileage/Pages/Reimbursementofstaffbusinesstravelcosts.aspx>



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