

WORKFORCE POLICY DIRECTORATE



Chief Executives of HSC Bodies¹;

For information:

**Director of Finance and
Director of Human Resources of
each body**

Castle Buildings
Stormont Estate
BELFAST BT4 3SQ
Tel: 028 9052 2680
Email: chris.wilkinson@health-ni.gov.uk

Your Reference: HSC (Gen) (3) 2022
Our Reference: HE1/22/320409

Date: 8 September 2022

Dear Colleagues

OFFICIAL VEHICLE USERS REIMBURSEMENT OF FUEL COSTS

Summary

1. This circular revokes and replaces previous circulars HSS Gen (3), HSS Gen (6) and HSS Gen (7) of 2008.

Action

2. Employers providing their employees with a vehicle under a lease agreement should apply the provisions of Annex 13 of the NHS Handbook. In particular the provisions of paragraph 7 require employers to regularly review the rate at which fuel costs are reimbursed.
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Enquiries

3. **Employees** should direct personal enquiries to their employer.
4. **Employers** should direct enquiries about the contents of this Circular to, Workforce Policy Directorate, Room D1, Castle Buildings, Stormont, Upper Newtownards Road, Belfast BT4 3SJ (or email: P&E@health-ni.gov.uk)

Further Copies

5. Copies of this Circular can be obtained from the Department's website at <https://www.health-ni.gov.uk/publications/workforce-policy-guidance-2022>
A copy of the NHS Terms and Conditions of Service Handbook can be downloaded from the NHS Employers website at:
<https://www.nhsemployers.org/your-workforce/pay-and-reward/agenda-for-change/nhs-terms-and-conditions-of-service-handbook>



CHRIS WILKINSON
Head of Pay and Employment