

The Scottish Government
Health Workforce Directorate
Employment and Retention Division



Dear Colleague

3 December 2010

**RELOCATION AND EXCESS TRAVEL EXPENSES:
DOCTORS IN THE TRAINING GRADES**

Addresses

For action

Chief Executives, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency) Directors of Finance, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency) Directors of Human Resources, NHS Boards and Special Health Boards and NHS National Services Scotland (Common Services Agency)

For information

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

Summary

1. Following discussions between NHSScotland employers and the BMA Scottish Junior Doctors Committee (SJDC), an agreement has been reached on relocation and excess travel expenses for doctors in the training grades.
2. The agreement supersedes the previous interim agreement set out in [NHS Circular PCS \(DD\) 2008/9](#) (and extended in [NHS Circular PCS \(DD\) 2009/6](#)). It comes into effect from 3 August 2010 and applies to doctors in the training grades of: Specialty Registrar, Specialty Registrar (Fixed Term), Specialty Registrar (Core Training) and Foundation House Officer. If any subsequent changes are made to the training grades, an addendum will be issued confirming the application of this agreement to those training grades. Specific rules apply for GP Specialty Registrars and LATs in the above grades and these are detailed in section 7 and 8 respectively of this agreement. The terms of the agreement are set out at Annex A. Annex B sets out illustrative examples of how the agreement should be implemented in practice.

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Action

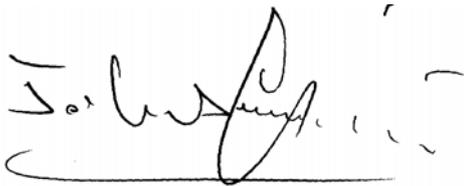
3. NHS Boards, Special Health Boards and NHS National Services Scotland (Common Services Agency) should ensure that the new arrangements are put into effect as soon as possible.

SN2010/8.Dec 2010

Enquiries

4. Employees should direct their personal enquiries to their employing Board, Special Health Board or NHS National Services Scotland (Common Services Agency).
5. Employers are asked to make their own arrangements for obtaining any additional copies of this circular, which is available on the SHOW website at www.show.scot.nhs.uk/sehd/publications.asp.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Cowie', with a horizontal line underneath.

John Cowie
Deputy Director for Health Workforce

The Scottish Government
Health Workforce Directorate
Employment and Retention Division



DIRECTION

The Cabinet Secretary for Health and Wellbeing, in exercise of the powers conferred on her by Regulations 2 and 3 of the National Health Service (Remuneration and Conditions of Service) (Scotland) Regulations 1991 and Section 105(7), paragraph 5 of Schedule 1 and paragraph 7 of Schedule 5 to, the National Health Service (Scotland) Act 1978, hereby gives to NHS Boards and Special Health Boards and NHS National Services Scotland (the Common Services Agency) the following Direction.

The arrangements for the payment of relocation and excess travel expenses for doctors in training from 3 August 2010 are set out in the agreement between NHSScotland employers and the BMA Scottish Junior Doctors Committee (SJDC) at Annex A to NHS Circular PCS(DD)2010/8. These arrangements were approved by the Cabinet Secretary for Health and Wellbeing on 3 December 2010.

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3 December 2010

ANNEX A

AGREEMENT BETWEEN NHS SCOTLAND EMPLOYERS AND BMA SCOTTISH JUNIOR DOCTORS COMMITTEE (SJDC) ON RELOCATION AND EXCESS TRAVEL EXPENSES FOR DOCTORS IN THE TRAINING GRADES

1. Agreement on excess travel and relocation

1.1 Following discussions between NHSScotland employers and SJDC an agreement has been reached on relocation and excess travel expenses for doctors in the training grades in Scotland listed in paragraph 3.1 below. This agreement supersedes the interim agreement set out in PCS (DD) 2008/9 and extended by PCS (DD) 2009/6.

1.2. This agreement has effect from 3 August 2010. Retrospective claims from that date should be submitted to the relevant employer for the time period in question.

2. Key Principle

2.1 The key principle underlying this agreement is that doctors in training should not be financially disadvantaged as a result of reasonable costs incurred either through a move in the interests of the service or to further their professional training. However, they are also not expected to profit materially from reimbursements in respect of removals, relocation, and excess travel.

3. Eligibility

3.1 This agreement applies to doctors in the following training grades in post on or after 3 August 2010.

- Specialty Registrars (StRs)
- Specialty Registrars (Fixed Term)
- Specialty Registrars (Core Training)
- Foundation House Officers

If any subsequent changes are made to the training grades, an addendum will be issued confirming the application of this agreement to those training grades.

3.2 For GP Specialty Registrars please see section 7 of this agreement.

3.3 For Locum Appointment for Training (LAT) please see section 8 of this agreement.

4. Relocation Expenses

4.1. Arrangements in relation to relocation expenses for all Specialty Registrars including Fixed Term and Core Trainees remain unchanged in that the relocation expenses payable are one full relocation package per Deanery area. In circumstances where a doctor in a training grade has already relocated, for example

where they took up a post in Scotland having moved from England, and are then required to move from one Deanery area to another Deanery area within Scotland, and it is agreed between the doctor and the employer that relocation is the most appropriate arrangement, they will be eligible for a further relocation package.

4.2. If a doctor in a training grade who has received a relocation package changes specialty or post, the relocation package is not recoverable, so long as the doctor continues to be employed within NHSScotland for two years. If the doctor is no longer employed within NHSScotland within two years of receiving their relocation package, they are required to repay a pro rata amount in line with the relevant Board's Relocation Policy.

4.3. NHSScotland Boards, Special Health Boards and NHS National Services Scotland (formerly the Common Services Agency) will apply their locally agreed Relocation Policies in implementing these arrangements. However, eligibility for relocation expenses is determined by the doctor's educational training programme.

4.4 In relation to relocation expenses, arrangements for Foundation House Officers will be in line with the locally agreed Relocation Policy.

5. Excess Travel Expenses

5.1. Excess travel expenses are payable on the following terms:

5.1.1 Excess travel expenses are payable in cases where the doctor in training is undertaking a placement outwith the agreed base as outlined in section 6. Expenses are payable on both a change of placement on a rotational training programme and on first placement.

5.1.2 For the purposes of this agreement excess travel is deemed to be the difference, for each single journey, between home to agreed base and home to the placement outwith the agreed base minus 8 miles i.e. payments will not be made for the first eight excess miles in each direction.

5.1.3 The appropriate mileage rate will be paid in accordance with the terms of [PCS \(DD\) 2001/4](#) (as amended by [PCS \(DD\) 2006/6](#)) as well as the overall Terms and Conditions of Service for medical staff. This allows for public transport, standard and regular user mileage rates to apply consistent with the terms of the circulars.

5.2 For clarity, Foundation House Officers undertaking GP placements are covered by the provisions of this circular and will have their excess travel expenses reimbursed by the employing board.

5.3 In circumstances where doctors in training are required to travel between places of work while on duty or as part of training, travel expenses will be paid in accordance with the Terms and Conditions of Service and extant SGHD circulars.

6. Base

6.1 For the purposes of payment of excess travel expenses, it has been agreed that there will be five base hospitals, as follows.

6.2 Doctors in training employed by the following health boards will have the Glasgow Royal Infirmary as their base:

- Ayrshire and Arran
- Dumfries and Galloway
- Forth Valley
- Lanarkshire
- Golden Jubilee National Waiting Time Hospital
- The State Hospital
- Greater Glasgow and Clyde

6.3 Doctors in training employed by the following health boards will have the Royal Infirmary of Edinburgh as their base:

- Lothian
- Fife
- Borders

6.4 Doctors in training employed by the following health board will have Ninewells Hospital as their base:

- Tayside

6.5 Doctors in training employed by the following health boards will, through mutual agreement between the employer and doctor in training, have either Aberdeen Royal Infirmary or Raigmore Hospital as their base:

- Grampian
- Orkney
- Shetland
- Western Isles
- Highland

6.6 There may be exceptional circumstances where, through mutual agreement, both the employer and doctor in training wish to reach an alternative arrangement.

7. GP Specialty Registrars

7.1. For placements undertaken in GP practices the provisions contained in [PCS \(GPR\) 2009/1](#) continue to apply. In these circumstances, NHS Education for Scotland (NES) will reimburse relocation and excess travel expenses and claims should be made directly to NES.

7.2 When undertaking placements in NHS hospitals, the provisions of this circular apply with relocation and excess travel expenses reimbursed by the employing Board. For the purposes of payment of excess travel expenses the GPStR may establish a permanent home either in the locality in which the hospital parts of the

training programme are centred or near a training practice and may elect to have this as their designated base for the duration of the training programme.

8. LATs

8.1 Doctors in Locum Appointment for Training posts (LATs) are covered by this agreement and therefore have an entitlement to claim relocation expenses on taking up the LAT appointment in line with locally agreed relocation policies.

8.2 LATs will continue to be paid travel expenses in accordance with paragraph 289 of the Terms and Conditions of Service. The rate at which the expenses will be paid will be as determined in the nationally agreed Terms and Conditions for medical staff and circulars [PCS\(DD\)2001/4](#) as amended by [PCS\(DD\)2006/6](#).

“289. Where practitioners engaged as locums tenens travel (including, where they take up temporary accommodation at or near the hospital, their initial and final journeys) between their practice premises or place of residence (whichever is the nearer) and their principal hospital, expenses shall be payable in respect of any distance by which the journey exceeds ten miles each way, unless the application of the rules in paragraphs 279 to 286 is more favourable.”

[PCS\(DD\)2007/10](#)

9. GENERAL

9.1 It will be open to boards to pay more than the agreed expenses should this be deemed appropriate to aid recruitment.

ANNEX B

EXAMPLES

This list of examples is not exhaustive as there are a number of different rotations in place for each specialty across Scotland. However, they illustrate how the agreement set out in Annex A is implemented in practice. It is appreciated that some rotations and trainees' individual circumstances are complicated and where there is not a suitable example to cover a particular individual's case, the principles of the agreement will be applied and implemented fairly to ensure the trainee is not financially disadvantaged.

Case 1

A doctor in training is appointed to a West of Scotland Core Medical Training programme. Their agreed base is Glasgow Royal Infirmary. The trainee relocates from Newcastle to the West End of Glasgow and would be eligible for relocation expenses incurred in this move.

All the rotations within the training programme are within the central Glasgow teaching hospitals with the exception of one placement in the Vale of Leven: excess travel expenses would therefore only be payable for that one placement.

Placement	Distance (miles)	Mileage to be paid each way
Home (West End) to Base (GRI)	3	N/A
Western Infirmary (4 months)	1	0 (≤ home to base)
Southern General (4 months)	3	0 (≤ home to base)
Vale of Leven (4 months)	14	14 (home to new placement) – 3 (home to base) – 8 (threshold) = 3
Glasgow Royal Infirmary (4 months)	3	0 (≤ home to base)
Western Infirmary (4 months)	1	0 (≤ home to base)
Gartnavel General (4 months)	2	0 (≤ home to base)

Case 2

A doctor in training is appointed to a West of Scotland Core Surgical Training programme. Their agreed base is Glasgow Royal Infirmary. They live in Shawlands.

Placement	Distance (miles)	Mileage to be paid each way
Home (Shawlands) to Base (GRI)	4	N/A
Western Infirmary (12 months)	5	5 (home to new placement) – 4 (home to base) – 8 (threshold) = 0
Ayr Hospital (6 months)	35	35 (home to new placement) – 4 (home to base) – 8 (threshold) = 23
Glasgow Royal Infirmary (6 months)	4	0 (≤ home to base)

Case 3

A doctor in training is appointed to a South East Scotland Foundation training programme. Their agreed base is the Royal Infirmary of Edinburgh. They live in Bruntsfield.

During the first year of their programme, they do not own a car and travel by bus and train to their placement at Queen Margaret Hospital, Dunfermline.

During their second year, they purchase a car in order to travel to their placement at Borders General Hospital.

Placement	Distance (miles)	Mileage to be paid each way
Home (Bruntsfield) to Base (RIE)	4	N/A
Royal Infirmary of Edinburgh (4 months)	4	N/A – bus journey to RIE is their ‘home to base’ mileage
Queen Margaret Hospital, Dunfermline (4 months)	19	Bus fare from Bruntsfield to Waverley and train fare from Waverley to QMH reimbursed minus home to base bus fare.
Royal Infirmary of Edinburgh (2x4 months)	4	N/A (home to base)
Borders General, Melrose (4 months)	38	38 (home to new placement) – 4 (home to base) – 8 (threshold) = 26
Royal Edinburgh Hospital (4 months)	1	N/A – less than home to base (given the distance in this example, they decide to walk)

Case 4

A doctor in training is appointed to a Core Medical Training rotation in South East Scotland. The trainee relocates from Aberdeen to Edinburgh and would be eligible for relocation expenses.

For the two years of their CMT programme they follow similar placements to those given in Case 3 above. They then apply for Higher Specialty Training in Gastroenterology and are successful in obtaining a training number in the East of Scotland. As a result they relocate to Dundee, as most of their training will take place at Ninewells, which is their agreed base hospital. They are eligible for relocation expenses for this change of base.

For the first year the trainee is placed in Perth Royal Infirmary, with subsequent placements in Ninewells. They may therefore claim excess travel as follows:

Placement	Distance (miles)	Mileage to be paid each way
Home (Perth Road) to Base (Ninewells)	2	N/A
Perth Royal Infirmary (12 months)	22	22 (home to new placement) – 2 (home to base) – 8 (threshold) = 12
Ninewells Hospital (12 months)	2	0 (≤ home to base)
Ninewells Hospital (12 months)	2	0 (≤ home to base)

If the trainee had decided to relocate from Edinburgh to Perth in the knowledge that the majority of their programme would be in Ninewells and that this was their agreed base hospital, then they would not be eligible for excess travel expenses from Perth to Dundee as this would be their normal home to base travel.

Later in their training programme the trainee is rotated to Edinburgh (for a year of specialist Hepatology training). The trainee may elect to relocate to Edinburgh in which case there should be agreement between the trainee and their employer in relation to the arrangements that should apply for the year that they are working in Edinburgh i.e. relocation package (which may include rent free accommodation and weekend travel) or excess travel expenses.

Case 5

A doctor in training is appointed to a West of Scotland Core Psychiatry Training Programme. The trainee already lives in the West End of Glasgow and will be based in central Glasgow hospitals for the majority of their training with Glasgow Royal Infirmary as their base hospital.

As part of their training programme, they rotate to The State Hospital Carstairs and travel on a daily basis.

Placement	Distance (miles)	Mileage to be paid each way
Home (West End) to Base (GRI)	3	N/A
Parkhead Hospital (12 months)	5	5 (home to new placement) – 3 (home to base) – 8 (threshold) = 0
Stobhill Hospital (6 months)	4	4 (home to new placement) – 3 (home to base) – 8 (threshold) = 0
GRI (Liaison Psychiatry 6 months)	3	N/A
The State Hospital Carstairs (6 months)	33	33 (home to new placement) – 3 (home to base) – 8 (threshold) = 22
Parkhead Hospital (6 months)	5	As per previous placement at Parkhead Hospital

Case 6

A doctor in training is appointed to a North of Scotland Foundation Training Programme. The trainee already lives in Rosemount, Aberdeen, and, as their placements are split between Aberdeen and Inverness, it is agreed that the Aberdeen Royal Infirmary will be their base hospital.

As part of their training programme, they rotate to Raigmore Hospital and New Craigs Hospital (Inverness). Due to the commuting distance from Aberdeen, these placements are too far to travel on a daily basis. This would therefore be dealt with through a locally agreed relocation package which may include rent free accommodation and weekend travel.

Placement	Distance (miles)	Mileage to be paid each way
Home (Rosemount) to Base (ARI)	1	N/A
Aberdeen Royal Infirmary (4 months)	1	0 (\leq home to base)
Woodend Hospital, Aberdeen (4 months)	2.5	2.5 (home to new placement) – 1 (home to base) – 8 (threshold) = 0
Aberdeen Royal Infirmary (4 months)	1	0 (\leq home to base)
Raigmore Hospital, Inverness (4 months)	102	Locally agreed relocation package applicable due to the distance
Aberdeen Royal Infirmary (4 months)	1	0 (\leq home to base)
New Craigs Hospital, Inverness (4 months)	105	Locally agreed relocation package applicable due to the distance

Case 7

A doctor in training is appointed to a West of Scotland Foundation Training Programme. Their agreed base is Glasgow Royal Infirmary. The trainee already lives in the West End of Glasgow.

Placement	Distance (miles)	Mileage to be paid each way
Home (West End) to Base (GRI)	3	N/A
Inverclyde Royal Hospital, Greenock (3x4 months)	26	26 (home to new placement) – 3 (home to base) – 8 (threshold) = 15
Royal Alexandra Hospital, Paisley (4 months)	9	9 (home to new placement) – 3 (home to base) – 8 (threshold) = 0
Vale of Leven District General Hospital (4 months)	18	18 (home to new placement) – 3 (home to base) – 8 (threshold) = 7
Royal Alexandra Hospital, Paisley (4 months)	9	9 (home to new placement) – 3 (home to base) – 8 (threshold) = 0

Case 8

A doctor in training is appointed to a North of Scotland (Highland and Islands) GP Training Programme. They already live in Drakies, Inverness, and Raigmore Hospital is the agreed base.

As a GPStR, any travel expenses or accommodation incurred as a result of their GP placements are paid in accordance with circular PCS(GPR)2009/1 and are reimbursed by NES.

Their programme includes a placement in Balfour Hospital, Orkney. Due to the commuting distance from Inverness, it is not possible to travel on a daily basis. This would therefore be dealt with through a locally agreed relocation package which may include rent free accommodation and weekend travel as appropriate.

Placement	Distance (miles)	Mileage to be paid each way
Home (Drakies) to Base 2 (Raigmore)		N/A
Stromness Surgery, Orkney (6 months)	GP placement	NES covers accommodation/ travel expenses
Balfour Hospital, Kirkwall, Orkney (6 months)	157	Locally agreed relocation package applicable due to the distance
Dr Gray's Hospital, Elgin (2x 6 months)	37	37 (home to new placement) – 2 (home to base) – 8 (threshold) = 27 – if appropriate depending on the work pattern, otherwise locally agreed relocation package would be applicable.
Aultbea and Gairloch Health Centre, Ross-shire (12 months)	GP placement	NES covers travel expenses

Case 9

A doctor in training is appointed to a North of Scotland Trauma and Orthopaedic Surgery Training Programme. The trainee relocates from Edinburgh to Rosemount, Aberdeen, as most of their training during the eight year programme will take place at the ARI, and would be eligible for relocation expenses incurred in this move. As part of their training programme, they rotate to Raigmore Hospital, Inverness, and Dr Gray's Hospital, Elgin. Due to the commuting distance from Aberdeen, these placements are too far to travel on a daily basis. This would therefore be dealt with through a locally agreed relocation package which may include rent free accommodation and weekend travel as appropriate.

Placement	Distance (miles)	Mileage to be paid each way
Home (Rosemount) to Base (ARI)	1	N/A
Raigmore Hospital, Inverness (6 months)	102	Locally agreed relocation package applicable due to the distance
Dr Gray's Hospital, Elgin (6 months)	65	Locally agreed relocation package applicable due to the distance.
Aberdeen Royal Infirmary (12 months)	1	0 (\leq home to base)
Woodend Hospital Aberdeen (12 months)	3	3 (home to new placement) – 1 (home to base) – 8 (threshold) = 0
Raigmore Hospital, Inverness (12 months)	102	Locally agreed relocation package applicable due to the distance
Aberdeen Royal Infirmary (36 months)	1	0 (\leq home to base)
Raigmore Hospital, Inverness (6 months)	102	Locally agreed relocation package applicable due to the distance
Aberdeen Royal Infirmary (6 months)	1	0 (\leq home to base)

Case 10

A doctor in training is appointed to a post in the national Paediatric Surgery Training Programme. The first two years of the programme are in Aberdeen. Their agreed base is ARI. The trainee relocates from Oxford to Aberdeen and would be eligible for relocation expenses incurred in this move.

At the end of these placements, the trainee is rotated to spend three years at the Royal Hospital for Sick Children, Glasgow. Given the distance from Aberdeen, the trainee relocates to the West End of Glasgow and would be eligible for relocation expenses incurred in this move. The new agreed base is GRI.

At the end of these placements, the trainee is rotated to spend three years at the Royal Hospital for Sick Children, Edinburgh. The trainee does not want to again relocate their family and after discussion with their employer, and in line with paragraph 6.6 of the circular, mutual agreement is reached for the individual not to relocate, and instead to keep Glasgow Royal Infirmary as their base and pay reasonable travel expenses e.g. reimbursement at public transport rate.

Placement	Distance (miles)	Mileage to be paid each way
Home (Rosemount) to Base (ARI)	1	N/A
Royal Aberdeen Children's Hospital (24 months)	1	0 (\leq home to base)
New home (West End) to Base (GRI)	3	N/A
Royal Hospital for Sick Children, Glasgow (36 months)	1	0 (\leq home to base)
Royal Hospital for Sick Children, Edinburgh (36 months)	47	47 (home to new placement) – 3 (home to base) – 8 (threshold) = 36