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Addysg a Gwellu Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

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Our Ref: DLIB/FOI/10-02-23

Date: 21 February, 2023

Thank you for your request for information under the Freedom of Information Act, received on 10 February, reference number FOI/10-02-23. I can confirm that Health Education and Improvement Wales (HEIW) has completed a search of its records and has established that it does hold information falling within the confines of your request. Please find below the response to your request.

Please can you provide me with a copy of the above policy, including details of the rates paid to staff who use their own vehicles for the purpose of undertaking their duties. I am looking to undertake a comparison of the arrangements in place across the public sector in Wales.

Please note that HEIW does not have a separate policy for essential car users. However 'essential users' is referenced and is a defined term in the Travel & Subsistence Policy (attached at Appendix 1). There is no separate rate for essential car users and we don't currently have anyone who we would class as an essential car user. The rates are paid in line with terms and conditions of service and may be updated from time to time. There was a temporary uplift in mileage rates during 2022 in response to rising fuel costs and there is an agreed process for implementing temporary changes to rates in response to changes in the cost of fuel. Our policy reflects terms and conditions of service and is due for review and will be updated this year.

Further information on traveling expenses within NHS Wales is available on the NWSSP website [Useful Documents for Expenses \(sharepoint.com\)](#) and also on the NHS Wales Employers Website which has details of temporary increases in rates and the protocol for increasing rates - [NHS Wales Employers Terms and Conditions | NHS Confederation](#).

Appendix 1 - Travel & Subsistence Policy

