



Relocation Policy

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Relocation Policy

1. Introduction

- 1.1 Ashfield District Council aims to recruit the highest quality candidates to deliver its aims and objectives. With this in mind the Council undertakes to support and assist new employees if they move to the area in order to undertake employment with the organisation.

2. Purpose

- 2.1 The purpose of this policy is to outline the relocation assistance available to employees and the eligibility criteria for making a claim.

3. Scope

- 3.1 This policy applies to all employees of Ashfield District Council, subject to the eligibility criteria detailed in section 4.

4. Eligibility

- 4.1 Assistance with relocation may be granted for any new employee who is appointed to a post (regardless of the grade) within the Council and meets the following criteria:-

- The individual is a new employee to the Council employed in a permanent post, or a post that is fixed term / temporary for at least 12 months.
- The individual currently lives 25 miles or more radius from their primary working base at Ashfield District Council.
- The employee moves, or accesses temporary accommodation, within a 15 mile radius of their primary working base at Ashfield District Council.

5. Notifying of intention to claim

- 5.1 The employee should notify the Council of their intention to claim under this policy within one month of the commencement of employment. Notification should be forwarded in writing to the HR Manager (please see appendix 1).
- 5.2 The employee will be required to sign a copy of the legal agreement once eligibility has been confirmed which sets out the amounts that can be claimed. The legal agreement must be signed and returned to HR before any claims are submitted.

6. Conditions of the Scheme

- 6.1 The scheme is applicable to appointees from Great Britain, Ireland and the European Union. Financial assistance outside this area will be at the discretion of the Chief Executive.
- 6.2 The maximum amount payable will be £5,000 as detailed in appendix 2. The maximum payable under each category is subject to the maximum overall under the

scheme not being exceeded. Please refer to the legal agreement for more information.

- 6.3 The maximum amount payable to an employee will be fixed at the maximum payable at the date of commencement of their employment.
- 6.4 All claims must be submitted by the end of the tax year following the year in which the move takes place. Otherwise, any benefits may be subject to tax at the discretion of Revenues and Customs. For more information on tax and accommodation allowances please refer to section 10.3.
- 6.5 The allowances available under this policy are not payable to an employee whose spouse, partner or other person normally residing with them is receiving, or has received, relocation assistance from the Council in respect of the move.

7. 7. Repayment of allowances

- 7.1 Where an employee leaves their employment with the Council, moves outside a 15-mile radius or is dismissed:-
- within twelve months of the initial payment full reimbursement of the allowances paid under this scheme will be demanded under the legal agreement signed by both parties;
 - after twelve months but less than two years service from the initial payment, a deduction will be made from the employee's final pay, as per the legal agreement, equal to 1/24th of the total allowance paid for each complete month not served, up to the two year period.

8. 8. Removal Expenses

- 8.1 The allowance for removal expenses will be 100% of the actual cost of removal (subject to section 6.2 of this policy). The amount that can be claimed will be based on the lowest figure of three written quotations from removal firms who are a member of the British Association of Removers or an equivalent body.
- 8.2 When an employee undertakes their own removal, for example through using a hired vehicle, they will be entitled to reimbursement of 100% of actual costs of the hire vehicle (subject to section 6.2 of this policy). The amount that can be claimed will be based on the lowest figure of three written quotations for hire vehicle costs.
- 8.3 Reimbursement will be made for storage of furniture of 100% of the cost up to a maximum of six months duration of storage (subject to section 6.2 of this policy). As detailed previously, three written quotations will be required and the lowest of these will be reimbursed. If furniture is to be put into storage then the storage facility must be local to the area where the employee intends to move.
- 8.4 The employee can claim for only one removal expense.
- 8.5 The employee is not committed to using the company with the lowest of the quotes. However, reimbursement will be based on the lowest quote obtained subject to proof of payment of one of the other two quotes. In this case any V.A.T. will count towards

the total amount payable under the scheme, as an original invoice supporting the actual reimbursement will not be available.

9. Legal Costs / Fees

- 9.1 Any reimbursement of legal costs / fees is subject to section 6.2 of this policy. It is intended that 100% of the actual cost of the items detailed below will be reimbursed but this is limited to one property only.
- 9.2 House Purchase:-
- Solicitor's fees
 - Stamp Duty
 - Valuation survey
 - Coal Mining search
 - Local Authority search
 - Land Registry Fees
- 9.3 House Sales:-
- Solicitor's fees
 - Estate Agents fees (including advertising)

10. Accommodation Allowance

- 10.1 An allowance of up to £350 per month will be paid for a maximum of 6 months, effective from the date of commencement of employment. The temporary address must be within the 15-mile radius.
- 10.2 The allowance may be used for staying at a local guesthouse or for the rent of furnished or non-furnished accommodation.
- 10.3 The allowance may be claimed temporarily pending the sale of the employee's previous property or the employee may choose to use the allowance to rent a property close to their work base and still retain their previous home. Employees should be aware that where they retain their previous home as their main residence (i.e. by staying in temporary accommodation during the week and returning to their home only at weekends) they are unlikely to be entitled to the exemption to pay tax and national insurance on the relocation expenses they have claimed. More information in relation to this can be found on the Revenue & Customs website at www.hmrc.gov.uk

11. Settling-in Allowance

- 11.1 The Council will provide a settling-in allowance of up to a maximum of 10% of the total amount that can be claimed (as detailed in section 6.2). This can be used for expenses such as:-
- Plumbing in of washing machine
 - Changing locks
 - Hanging of curtains
 - Other unavoidable expenses

- 11.2 All claims for this allowance must be made for expenses incurred within 6 months of moving into the new property.

12. Travel Home Allowance

- 12.1 If the employee is lodging in temporary accommodation prior to a permanent relocation to the area they may claim expenses for travelling back to their home address.
- 12.2 This payment may only be claimed once employment with the Council has commenced and will be reimbursed on a mileage allowance based on the essential car user mileage rate for the middle band (over 8500 miles) or standard class public rail / bus fare rate subject to one journey every four weeks for a maximum of 6 return journeys.

13. Daily Travel Allowance

- 13.1 Instead of living in temporary accommodation, employees may choose to travel daily between their Council work base and their home address. This will only be in circumstances where the manager has confirmed that this arrangement will not have a detrimental effect to the performance of the employee's duties within the post or on service delivery requirements.
- 13.2 Where daily travel is agreed, a mileage allowance based on the essential car user mileage rate for the middle band (over 8500 miles) or standard class public rail / bus fare rate will be paid. This allowance will be paid for a maximum of 6 months and the amount payable each month should not exceed 75% of the amount payable for accommodation allowance.
- 13.3 This daily travel allowance is only payable where the employee intends to move within a 15 mile radius of the main Council offices. If the employee claims this allowance but does not subsequently move within two years of commencing employment then all claims will be repaid to the Council.
- 13.4 The daily travel allowance will not be payable if the employee is claiming Accommodation Allowance and / or Travel Home Allowance (as detailed in sections 10 and 12).

14. V.A.T

- 14.1 The Council will reimburse V.A.T in the services for which the employee has claimed under this relocation policy. The V.A.T will not count towards the maximum amount payable if the original invoices are submitted with the claim.
- 14.2 If the employee does not submit an original invoice with their claim then the total amount, including V.A.T, will count towards the maximums payable within the categories and the maximum amount payable under the scheme. Please refer to the legal agreement for more information regarding the amounts that are payable as part of this policy.

15. Receipts

- 15.1 The allowances detailed within this policy may only be claimed if the expenditure to which they refer has actually been incurred. Claims must be submitted on the appropriate forms to the employee's line manager within two months of the expenditure and should be supported by original invoices and receipts. If claims are over two months then these should be submitted to the Service Director for approval.

16. Relocation for disabled employees

- 16.1 Where an employee is disabled (as defined by the Equality Act 2010) they may require additional support for adaptations for their home in order to support a move / enabling them to access temporary accommodation. In these circumstances employees should seek further information from Human Resources and each case will be considered individually on its own merits.

17. Additional information

- 17.1 In exceptional circumstances variations to some aspects of the policy may be considered, for example time constraints or place of work. The employee must discuss any variations with their Service Director who will then discuss the issue with the HR Manager to ensure consistent application of the policy.
- 17.2 No variations to the financial limits of the scheme will be considered.
- 17.3 The Chief Executive could waive reimbursement of part or all of the claims made in circumstances where the employee fails to meet the required standard within their Probationary Period. In these circumstances the Chief Executive could determine that no further claims could be reimbursed or that where the employee had already made claims this should be paid back.