



Better health and sustainable healthcare for Bristol

Relocation Policy

Relocation Policy

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Date Approved	July 2014
Approved by	Quality and Assurance Committee
Date of next review	July 2017
How is policy to be disseminated	All staff

Check list for Governing Body/approving committee	
Has an Equality Impact Assessment been completed?	Yes
Has legal advice been sought?	No
Have training issues been addressed?	No
Are there financial issues and have they been addressed	Yes
How will implementation be monitored	Through the SWCSU HR Team
How will the policy be shared with: <ul style="list-style-type: none"> • Staff • Patients • Public 	Via the Bristol CCG internet site and dedicated communication to Bristol CCG employees.
Are there linked policies and procedures	Recruitment and Selection Equality and Diversity in Employment Policy

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1 What is the purpose of this policy?

This policy gives guidelines to managers and staff regarding the relocation policy that applies to Bristol Clinical Commissioning Group. It defines what the process is for making a claim and the conditions that apply to any payment or entitlements.

This policy applies to all Bristol CCG staff subject to the eligibility criteria detailed in section 2.

The aims of this policy are:

- To support the recruitment of high calibre staff to the organisation.
- To assist new employees from another part of the country to take up an offer of employment by minimising any loss they may suffer by relocating
- To assist new employees to resolve personal accommodation problems quickly and easily, either by purchasing a new property or renting suitable accommodation.
- To support the organisation when recruiting to posts that have been identified as difficult to fill.

2 Who is eligible for a relocation package?

It is at the discretion of the Director (following advice from Human Resources) to offer relocation expenses for any roles that are considered difficult to fill, e.g. if a vacancy has been advertised on more than one occasion without success or the role is for a VSM or 8D position. In exercising this discretion the organisation will ensure that the principles of its Equality and Diversity in Employment Policy are applied.

If it has been decided that a relocation package is payable for a post, you must live more than 40 miles away from the “normal place of work” to be eligible to receive this. You will also be expected to move within a 25 mile radius of this normal place of work. A move must significantly reduce the travelling time. One hours travelling each way, door to door, by the usual means of transport used by the employee is generally considered acceptable. However additional flexibility will be allowed when this is considered a reasonable adjustment; this will be considered on a case by case basis. Further information regarding equality and diversity can be found in the Equality and Diversity in Employment Policy.

Expenses will only be paid for the first substantive appointment.

Only one set of payments will be made per household. Where a member of the employee’s household is an employee of the organisation or another NHS employer, this must be declared and reimbursement will be restricted to one claim.

Where a member of the employee’s household is entitled to similar expenses from an external employer, this must be declared. The Director (following advice from Human Resources) will decide any reduction in expenses payable by the CCG in view of the expenses available from the external employer.

If eligible, this policy is open to you on appointment and will cease after one year of service. Your move does not have to be completed during this time, however you must have sought reimbursement against rent; stamp duty, survey

and/or solicitors fees. No payment of relocation expenses will be made until you commence in post.

3 Who decides if a relocation package can be offered?

The Chief Officer, or delegated Director, can approve a relocation package for VSM roles and roles at 8D and above when the role is first being approved for advertising. This will need to be clearly stated on the vacancy authorisation form.

All posts below 8D that are advertised without success on one occasion can be discussed with the Director for the area and the Director (following advice from Human Resources) will decide if the particular role warrants “a relocation package”. Due consideration will be given to the specific competencies/skills required. The Director will also ensure that they have sufficient financial resources to fund any offer of relocation from the relevant budget/s.

If it is decided that a relocation package will be considered the line manager will specify this on the “Vacancy Authorisation Form” and the vacancy will be advertised as such. The offer of relocation expenses will be confirmed in a formal offer of appointment letter and the individual will be required to sign that they are accepting the relocation package on the terms and conditions stated.

4 How much money is available for relocation?

The maximum amount claimable will be:

From owned property to owned property	£8,000
From rented accommodation to owned property	£4,000
From rented accommodation to rented accommodation	£4,000

In exceptional circumstances, the maximum payable may be extended by authority of the Chief Officer.

5 What expenses can I claim for?

5.1 House Sale/Purchase/Acquisition of tenancy

Individuals can claim for all reasonable legal expenses such as solicitors’ fees, stamp duty, standard surveys and estate agent’s fees associated with the purchase and sale of a property. Likewise if individuals are renting a property they are able to claim agency fees associated with acquiring a suitable tenancy. In addition, the claim may include expenses legitimately incurred in an unsuccessful attempt to make a purchase provided individuals can demonstrate that they were in no way responsible for the abandonment of the transaction or that the reasons for the withdrawal were entirely reasonable having regard to the circumstances encountered. Such expenses are included within the overall maximum claim.

5.2 Removal and/or storage of furniture

When purchasing or renting a property individuals can claim for insuring and transport of furniture and effects during a move, and temporary storage arrangements if necessary. Extra expense of the removal of special items, e.g. grand piano, is not covered by this policy and must be met by the

individual. With removal expenses likely to be over £500, individuals must obtain a minimum of three quotations for submission and approval by the individuals line manager/budget holder– the cheapest of the three will be reimbursed to the individual. Where individuals choose to move their own effects, actual receipted cost of van hire may be paid, subject to this not being more than a commercial move. These expenses are part of the maximum limit.

5.3 Excess Daily Travel Expenses

If individuals are unable to find suitable accommodation (rented or owned) they may be able to be reimbursed extra daily travelling expenses from home to work. These would be paid at the public transport rate. To qualify, individuals would need to satisfy the organisation that they were making every effort to find suitable accommodation. These expenses are also part of the maximum limit and are only payable for a maximum of one year.

5.4 Continuing Commitments

If permanent accommodation has not been found before taking up the new appointment and while individuals are still maintaining a property in the old area, the organisation will pay an allowance.

This allowance shall be the lesser of the rent in the new area or the long-term subsistence allowance. This allowance, currently £25 per night, will be paid for a maximum of one year or until the property is sold, whichever is the lesser period.

Travelling expenses for visits to the old property at reasonable intervals (usually once per month) to supervise the old property will be paid at the public transport rate and should be claimed on a standard travel form.

The cost of travelling home to the old area may be reimbursed, but if so a maximum of five nights subsistence per week will be paid.

At intervals of three months from the start of this allowance, the organisation will review individuals case and will only continue payment if it is satisfied that every effort is being made to sell, including price reduction if appropriate.

Any amount reimbursed under this allowance is part of the maximum limit.

6 What happens if I leave the organisation after I have moved house?

The organisation reserves the right to seek repayment of relocation expenses paid to individuals if they terminate the contract within two years of the start date with the organisation or if the individual is dismissed for reasons of misconduct.

Should individuals decide to leave within this two year period they will be required to repay a proportionate amount of the expenses already received. This will be calculated by dividing the total amount paid to the individual by 24 (months), multiplying by the total months worked for the organisation and deducting this from the total. Individuals would then be eligible to pay back the remainder.

Example: If individuals received £8,000 and then decided to leave the organisation after 14 months service the individual would be required to pay back £3,334, calculated as $\text{£}8,000/24 \times 14 = \text{£}4,666$. $\text{£}8,000 - \text{£}4,666 = \text{£}3,334$.

This will apply if individuals accept a position with another NHS organisation (except transfers under TUPE).

7 Can I claim for other miscellaneous expenses?

The organisation may consider part or whole reimbursement of any other reasonable expense associated with house hunting, moving or renting. Individuals must discuss these on an individual basis and seek approval from the Director (following advice from Human Resources) prior to any costs being incurred.

8 How do I claim my expenses?

Claims should be submitted to the Director for approval (copied to the individuals line manager), using the claim form in Appendix A and be supported by estimates where applicable. Receipts must be provided for all claims (including rental claims) prior to any payment for expenses being made. Any claims without receipts will not be paid.

The individual's line manager has a responsibility to keep a copy of all receipts and to ensure all payments are recorded so a balance can be provided to individuals at any time.

Payment of relocation expenses will be made through the Payroll Department and paid directly into the individual's bank account by BACS payment.

9 What income tax will I have to pay?

Some relocation expenses will be subject to income tax. Please see Appendix B.

10 Can I have time off to move?

No additional time off will be given to move - individuals should therefore use their annual leave entitlement if they need time off to move. Unpaid leave could be considered in conjunction with the individual's line manager and Human Resources.

11 Statement of Compliance with the Equality Act 2010

All relevant persons are required to comply with this document and must demonstrate sensitivity and competence in relation to the nine protected characteristics as defined by the Equality Act 2010. The Act prohibits discrimination on the basis of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation. It also means that each manager or member of staff involved in implementing the policy must have due regard to the need to: eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity between those who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

If you, or any other groups, believe you are disadvantaged by anything contained in this document please contact the Document Lead (author) who will then actively respond to the enquiry.

12 Counter fraud

The CCG is committed to the NHS Protect Counter Fraud Policy – to reduce fraud in the NHS to a minimum, keep it at that level and put funds stolen by fraud back into patient care. Therefore, consideration has been given to the inclusion of guidance with regard to the potential for fraud and corruption to occur and what action should be taken in such circumstances during the development of this procedural document.

13 Appeals

Where there is a disagreement about the application of this policy, the employee should discuss it in the first instance with their line manager, who will escalate the matter to their Director. If the matter is not resolved, then it should be referred to the CCG's Grievance Procedure.

14 Review

This policy and procedure will be reviewed every 3 years or earlier at the request of either the staff or management side of the recognised consultative forum.

Jude Champion
Senior HR Business Partner

May 2014

Appendix A: Claim for Relocation Expenses

Name	
Job Title	
Budget Holder	
Start Date	

Please detail what you are claiming for (e.g. removal costs, solicitor fees, rent) and amounts (please attach originals of the invoice and/or quotes);

Has the payment of relocation expenses for this post been authorised and confirmed on the Vacancy Authorisation Form? Yes/No

Budget Holder to provide following details of relocation expenses:

Maximum Amount agreed	£
Amount being claimed on this occasion	£
Amount already paid (if applicable)	£
Amount remaining	£
Cost Centre No	

Signed: (Budget Holder)

Signed: (Finance)

Signed: (Director)

Appendix B: What income tax and NIC will I have to pay?

Any payments you receive, or any goods or services provided to help you move location because of your job, are treated as part of your earnings for tax and NICs purposes. However, the first £8,000 of any help you get from your employer is exempt from tax and NICs as long as certain conditions are met.

You can qualify for the exemption if

- You have to move home to take up a new job with a new employer.
- Your existing home is not within reasonable daily travelling distance of your new workplace.
- The home you move to is within reasonable daily travelling distance of your new workplace.
- Your employer reimburses your expenses.