

Relocation Policy

November 2007

POLICY REFERENCE INFORMATION

Policy Reference Number	
Version Number	1.0
Status	Operational
Author / Lead	Senior HR Manager
Equality Impact Assessment Date	By 31 st March 2008
Implementation Date	November 2007
Date of Last Review	
Date of Next Formal Review	September 2012

DOCUMENT REVISION RECORD

Version	Description of change(s)	Reason for Change	Author	Date
1.0	-	-	-	-

RELATED POLICIES AND LEGISLATION

Policy Reference Number	Policy Title

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1. INTRODUCTION

The Strategic Health Authority (SHA) aims to recruit the highest quality workforce and in pursuit of this aim, undertakes to assist and support new employees in their move to the area when appropriate. There is no automatic entitlement to relocation expenses and any reimbursements are at the sole discretion of the SHA. Approval must be sought for removal expenses prior to commencement with the SHA. An application for a relocation grant must be completed and submitted to the HR Manager (Appendix 1).

2. ELIGIBILITY

2.1 Assistance with removal and associated expenses may be granted (not applicable for International Appointments), at the discretion of the SHA, to members of staff from any discipline who, as a result of taking up employment with the SHA, either need to:

- move their home as they live in excess of a reasonable travelling distance from the SHA for example: in excess of 30 miles or 45 minutes normal travelling time
- OR be required to live within a lesser distance in order to fulfil their contractual commitments i.e. on-call;
- This policy will also apply to existing staff who are required to move their home as a result of organisational change.

2.2 In exercising its discretion, the SHA will have due regard to its Equality and Diversity Policy.

2.3 The scope and level of financial assistance to be provided will be determined by the SHA in consultation with the prospective employee before the appointment is formally confirmed.

2.4 The allowances 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 SHA or from any other employer in respect of this move.

2.5 There will be a requirement to repay a proportion of these expenses if the employee leaves the SHA within a period of two years. Repayment will be as follows:

- 100% within the first 6 months;
- 75% within 6 - 18 months;
- 50% within 18 - 24 months.

2.6 If the employee does not move within 12 months of commencing employment, the SHA will have the right to withdraw from any agreement of financial support for relocation expenses.

3. CRITERIA FOR ENTITLEMENT

In determining whether a post is eligible for relocation expenses, managers should take into account the particular circumstances with regard to the post and the person recruited.

3.1 A post may be eligible for relocation expenses if :

- It supports the recruitment of people into roles requiring specific skills that are not available within reasonable travelling distance of the SHA;
- It is being filled having been advertised and after a competitive interview process

3.2 Eligibility will be subject to the agreement of the line Director and the Director of Workforce and Education.

3.3 If eligibility is agreed by the line Director and Director of Workforce and Education, the individual should complete an application for a relocation grant (Appendix 1).

4. LEVELS OF ASSISTANCE

As a general principle, the following maxima, net of VAT, will apply in determining the level of expenses which will be reimbursed:

4.1 Home owners selling their existing property and relocating to the area to purchase a property. **Reimbursement: up to £8,000.**

4.2 Tenants relocating to the area to purchase a property. **Reimbursement: up to £4,000.**

4.3 Tenants relocating to the area to rent a property. **Reimbursement: up to £3,000.**

4.4 Other circumstances including newly qualified staff relocating to the area/difficult to fill posts. **Reimbursement: up to £1,000.**

These amounts may be varied in exceptional cases only and at the absolute discretion of the Chief Executive.

4.5 Within the overall limits specified, any expenditure incurred as a result of relocation may be reimbursed including for example:

- expenditure incurred in the purchase and sale of property (e.g. legal and estate agent fees);
- the cost of removal and storage of furniture and effects **(three competitive tenders must be obtained and provided)**;
- the cost of continuing commitments in the area from which the employee has moved;
- furnishings for the new home. Replacing fixed furnishings from old home only.

4.6 Miscellaneous costs shall be agreed at the discretion of the SHA and shall be confirmed in writing by the Director.

4.7 Up to two days leave may be granted to supervise the removal from the old to the new home, and the journey itself may also be reimbursed. In all cases, appropriate receipts/documentation must be submitted with any claim (Appendix 2).

5. EXPENSES

5.1 Preliminary Visit Prior to Taking up Post:

The cost of a return visit from home to the new area, for a maximum of 2 nights' duration, will be reimbursed. Travelling expenses and subsistence allowances for the employee and partner will be paid as follows:

- Travel by car will be reimbursed at the current public transport rate or lease car rate if applicable.
- Overnight accommodation will be reimbursed for a maximum of two nights, and paid at the full rate for the employee and at two thirds the full rate for the partner.

5.2 Expenses after Employment has Commenced:

Where an employee has been unable to move house and continues to reside at home, then they will be reimbursed any extra travelling expenses incurred in travelling from home to their new work base for a maximum period of 6 months.

Alternatively, should an employee's old property remain unsold and they decide to take temporary accommodation in the new area, their rental expenses will be reimbursed for a maximum period of 6 months.

The period of reimbursement can be extended at the discretion of the relevant Director.

In extenuating circumstances where continuing expenses in the old area are still incurred i.e. mortgage payments for two properties one of which will be in the area of the SHA, an allowance (to be determined by the relevant Director) may be paid providing it is within the first 12 months of the appointment. Payment will be limited to 3 months, but may at the discretion of the Director be extended for a maximum of 6 months.

5.3 Travelling Expenses for Visits Home:

Where an employee is living in temporary accommodation in the new area, the cost of one return visit to their home per week will be reimbursed when travelling inside the UK. Travel by car will be reimbursed at public transport rate or lease car rate if applicable. This reimbursement will be available for a period of up to 12 months.

5.4 Expenses For Property Purchase And Property Sale:

- Property Purchase - Legal and other expense fees which will normally be reimbursed (inclusive of any VAT payable) are: solicitors' fees, stamp duty, land registry fee, expenses in connection with the mortgage or loan, for example, survey fees, mortgage redemption fee, the cost of a private survey if required for a specific purpose, electrical wiring and/or drains tests.
- For employees with no property to sell in the old area, the above fees will be limited to a £120,000 purchase price but on a pro rata basis where this amount is exceeded. First Time buyers will be treated in the same way as those employees whose new property is a demonstrable improvement on their old property. The notional price for first time buyers is £120,000, the minimum level at which stamp duty applies.

- Comparability of Old and New Properties - Where there is a demonstrable improvement in the standard of accommodation between the old and new properties, payments reimbursed in respect of the property purchase will be limited. In such cases, payments in respect of stamp duty, legal fees and land registry fees will be assessed on the basis of a “notional price”.
- The assessment will be carried out by an independent valuer who will value the old property in relation to a similar type of property in the new area. Any payments due, or costs incurred, above those assessed using the “notional price” in respect of stamp duty, legal fees and land registry fees will be the responsibility of the employee.
- Abandoned Purchase - Any legal costs, survey fees etc. incurred in an unsuccessful attempt to purchase a property may be reimbursed at the discretion of the SHA. The Chief Executive must be satisfied that the reason the purchase was abandoned was acceptable and that any costs in relation to the work done are reasonable. Where the abandonment relates to an adverse structural survey, a copy of the surveyor’s report must be submitted with the expenses claim form. Any costs reimbursed will be deducted from the Relocation Grant.

Property sale fees for legal and other expenses which will normally be reimbursed (inclusive of any VAT payable) are as follows: estate agent fees, solicitors fees.

6. REIMBURSEMENT OF EXPENSES

Original receipts or evidence of valid documentation must accompany all claims for reimbursement of expenses.. A claim form is available in Appendix 2.

All journeys made will be reimbursed at public transport rate or lease car rate.

All claims must be submitted on the appropriate form (Appendix 2) and signed by the relevant Director within 6 months of the expenditure.

THE PROSPECTIVE EMPLOYEE SHOULD CHECK THEIR ELIGIBILITY FOR REMOVAL EXPENSES AS SOON AS POSSIBLE. THE SCOPE AND LEVEL OF FINANCIAL ASSISTANCE MUST BE AGREED BY THE SHA BEFORE THE APPOINTMENT IS FORMALLY CONFIRMED.

ELIGIBILITY AND APPROVAL OF REMOVAL EXPENSES FOLLOWING APPOINTMENT CANNOT BE GUARANTEED AND WILL BE AT THE ABSOLUTE DISCRETION OF THE SHA.

7. REVIEW

This policy will be reviewed in 5 years.

8. EQUALITY IMPACT ASSESSMENTS

At this time an Equality Impact Assessment (EIA) has not been carried out on this policy. However, an EIA will be carried out as soon as possible and by no later than 6 months of the issue date stated on the policy cover sheet.

Appendix 1

APPLICATION FOR A RELOCATION GRANT

PART A (to be completed by the applicant)

PERSONAL DETAILS	
Title	
Full Name	
Address:	
Post appointed to:	
Grade:	
Base:	
Hours:	
Starting salary:	
Start Date:	

PROPERTY IN PREVIOUS AREA (please attach estate agent details)	
Address:	
Description:	Owned / Rented/ Furnished/ Unfurnished
Selling price:	

NEW PROPERTY (please attach estate agent details)	
Address:	
Description:	Owned / Rented/ Furnished/ Unfurnished
Purchase price:	
<p><i>Please note that in line with the SHAs Relocation Policy where there is no property to sell in the old area, fees related to the purchase of a property will be limited to a £60,000 purchase price, and fees will be paid on a pro rata basis).</i></p>	

UNDERTAKING

I confirm that I have received and read the SHA's Relocation Policy and agree to adhere to the requirements of the said policy.

I understand that any payments of relocation or associated expenses made to me by Yorkshire and the Humber Strategic Health Authority are subject to me remaining an employee of the SHA for a minimum period of 24 months from commencement. I acknowledge that in the event of my leaving the SHA's employment before the expiry of 24 months from commencement, the SHA has the right to reclaim all or part of any payments of removal or associated expenses previously paid to me on the following basis: 100% within 6 months, 75% 6 - 18 months, 50% 18 - 24 months.

I declare that my partner is not eligible or has not received, or will not receive financial assistance from any other source in respect of this move. I understand that all expenses must be claimed within 12 months of commencement.

I declare that to the best of my knowledge and belief the above information is accurate and complete.

Signed.....

Date.....

PART B (to be completed by the Director and Director of Workforce and Education)

Authorisation:	I confirm that the above applicant is eligible to claim relocation and associated expenses in accordance with the SHAs Relocation Policy.
Maximum claim amount:	
Signed: (Director)	
Name:	
Date:	
Signed: (Director of Workforce and Education)	
Name:	
Date:	

Please forward to HR Department, St Mary’s House, St Mary’s Road, Leeds, LS7 3JX

PART C (to be completed by HR Manager)

Signed:	
Name:	
Job Title:	
Date:	

Appendix 2

CLAIM FOR REIMBURSEMENT OF RELOCATION GRANT

PART A (to be completed by applicant)

Title	Full Name
Previous Address	New Address
Please delete as appropriate	Telephone:
Furnished / Unfurnished	Please delete as appropriate
	Furnished / Unfurnished Permanent / Temporary
Post	Grade
Date of termination of previous appointment	Effective date of new appointment
Previous Employing Authority and address	New Appointment address
Previous NHS post and grade	Length of contract

Expenditure	Amount claimed
<p style="text-align: center;">Removal</p> <p>Actual Cost of removal: Storage charges:</p> <p>(Receipts must be enclosed with 3 quotations)</p>	
<p style="text-align: center;">Travelling & Subsistence Allowances</p> <p style="text-align: center;">Preliminary Visit</p> <p>Date: From/To: Persons making journey:</p> <p>Public Transport Fare: OR Car Mileage: Subsistence Costs:</p> <p><u>Excess Daily Travelling Expenses</u></p> <p>Public Transport Fares: Daily Return Car Mileage: Number of days: Dates (from/to):</p> <p>Subsistence Allowance during Search for Accommodation</p> <p>Dates (from/to): Subsistence Costs: Total nights claimed:</p> <p style="text-align: center;">Visits Home</p> <p>Public Transport Fares: Daily Return Car Mileage: Number of days: Dates (from/to):</p>	
<p style="text-align: center;">House Purchase</p> <p>Purchase Price: Solicitors fees:</p>	

Stamp duty: Mortgage expenses (survey etc): Private survey: Wiring/drains test:	
<h2>House Sale</h2>	
Sale price: Solicitors fees: Estate agents fees:	
Miscellaneous Expenses (please list):	
Total Claimed:	

Declaration

I certify that the expenses detailed above are in accordance with Yorkshire and the Humber Strategic Health Authority's Relocation Policy. I have read this Policy.

I enclose all the original receipts, accounts and other valid documentation such as quotes from competitive tenders.

I further certify that relocation is necessary solely in consequence of my appointment to Yorkshire and the Humber Strategic Health Authority.

As a condition of receiving payment of expenses, I undertake not to leave the service of Yorkshire and the Humber Strategic Health Authority within the period of 2 years from the effective date of my appointment. I understand that should I leave the SHA within a period of 2 years, repayment of the relocation assistant will be as follows:

**100% within the first 3 months
75% within 6-18 months
50% within 18-24 months**

I also declare that in accordance with Yorkshire and the Humber Strategic Health Authority's Relocation Policy that expenses incurred have not and will not be claimed from any other source whatsoever.

Signed:

Date:

PART B (to be completed by the Director)

Name:
Job Title:
Signed:
Date:

Please complete all sections of this form and forward together with accompanying receipts and other relevant documentation to:

**Human Resources Department
South Wing
St Mary's House
St Mary's Road
Leeds
LS7 3JX**