

# New Starters Relocation Policy

## DOCUMENT INFORMATION

<b>CATEGORY:</b>	Policy
<b>THEME:</b>	Human Resources
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<b>POLICY LEAD:</b>	Associate Director of Workforce
<b>DIRECTOR LEAD:</b>	Director of Leadership & Workforce
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<b>APPROVAL BODY:</b>	People & Culture Development Committee
<b>BOARD RATIFICATION DATE:</b>	9 March 2017
<b>FINAL REVIEW DATE:</b>	31 March 2020

*This information will be completed by the Trust Secretary*

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## **1 Introduction**

- 1.1 The Trust wishes to ensure wherever possible that new employees are not significantly financially disadvantaged by a necessary permanent move of their domiciliary location.
- 1.2 Relocation assistance is discretionary. It is not a contractual entitlement and the Trust reserves the right to withdraw it at any time.

## **2 Scope**

- 2.1 This policy is applicable to all newly recruited employees of North Staffordshire Combined Healthcare NHS Trust who require some assistance towards the cost of removal expenses or those who need to move their home.
- 2.2 Staff must remain in employment for two years and will be required as a condition of receiving payment of removal expenses, to give a signed undertaking to that effect. A further condition of receiving removal expenses is that property is purchased within a 30-mile radius of your base and you relocate a minimum of 50 miles from your current location.
- 2.3 If your partner or spouse is also taking up employment with the Trust, any agreed relocation package will apply to one individual only.

## **3 Allowable expenses**

- 3.1 The Trust, whilst defining at Annex A the cost areas against which new employees may claim, does not wish to restrict the freedom of such new employees to decide for themselves within the items listed how best to expend the maximum sum available to them in each case.

## **4 Financial limits**

- 4.1 The Director of Workforce & Leadership or Director of Finance (or delegated individual) may agree relocation expenses with new staff depending on their individual circumstances. This may be up to a maximum £8000 (including VAT). The 'incidental expenses' element will be limited to a maximum of £1500 (including vat).
- 4.2 **Doctors in Training** – reference will be made to the document “Removal and associated expenses guidance for doctors in training” issued by the

Health Education West Midlands to determine appropriate entitlement to relocation, removal or travel expenses. If you are appointed for a period of less than 12 months, then refunds will be permissible but limited to 20% of your salary on a pro-rata basis. This does not include banding supplements and is calculated on base salary only. For those on rotation, relocation expenses will only be allowable if travel from home-to-duty is **not** being claimed.

## **5 Time limits**

5.1 Offers of relocation expenses will be valid for 12 months from the date of commencement of employment and all claims should be made within this period. Claims will be honoured after the 12-month period providing invoices are dated prior to the expiry date.

## **6 Payment of expenses**

6.1 Subject to the limits described above claims will be met item by item on proof of payment (original receipts). Wherever possible three competitive quotations should accompany claims, particularly items 1, 2, 3 and 6 in Annex A. Claims must be submitted on the proforma at Annex D to Human Resources or Medical Staffing for medical staff.

## **7 Repayment of claimed expenses**

7.1 The Trust will require that all new employees accepting an offer of relocation expenses will undertake in writing to repay expenses claimed in the event they leave the employment of the Trust, of their own volition, at any time during the first 24 months of their employment with the Trust. The repayment table is shown at Annex B.

## **8 Review of policy**

8.1 The Policy and the financial maxima will be reviewed by the Trust and the JNCC / JLNC at which time they will take into account the inflationary elements of the retail prices index (RPI) in particular those elements associated with housing costs.

## **9 Grievance Procedure**

9.1 Should an individual dispute any decision made under this policy then they have the right to appeal under the Trust's Grievance and Disputes Policy.

## **10 References**

[Removal and associated expenses guidance for doctors in training](#)

## **11 Associated Policy and Procedural Documentation**

Recruitment & Selection Procedure 3.24

## **12 Policy Statement**

This policy supports application of our Trust Values which guide our actions and behaviour as an employer and provider of services. These are:-

**Proud to CARE:**

**Compassionate**

Caring with compassion, it's about how we listen, what we say, what we do.

**Approachable**

Friendly, welcoming, sharing ideas and being open

**Responsible**

Taking personal and collective responsibility, being accountable for our actions

**Excellent**

Striving for the best, for high-quality safe care and continually improving

This policy should be applied equitably to all employees ensuring that there is no discrimination on the grounds of age, disability, race, ethnicity, gender, gender reassignment, sexual orientation, religion, belief, offending background, trade union activities, family circumstances or domestic/care arrangements.

**List of Claimable Expenses**

1. Legal Fees: (a) Sale of existing property  
(b) Purchase of new property (inc. stamp duty and survey).
2. Estate Agent's fees: Sale of existing property (inc. advertising costs).
3. Removal costs: Furniture and personal effects.
4. Incidental expenses: carpets, fixtures and fittings; only items which require to be altered or newly purchased as a direct result of relocation will be reimbursed.
5. Travel costs: (a) Visit of postholder/spouse/partner and/or family to view area and choose accommodation (maximum of 3 trips)  
(b) Supervise removal from old property.  
(c) Journey to new home.
6. Storage of furniture and personal effects.
7. Temporary accommodation costs.
8. Bridging loan costs.

**NB.**

1. Claims will only be met on the production of original receipts.
2. Three competitive quotations must support claims for removal expenses and wherever possible other claimable items.
3. Annex B is enforceable for each element described above where the claim dates are different.
4. Some items of expenditure may be eligible for deduction of Income Tax in accordance with current Regulations [Inland Revenue Booklet 480 (1994)].

**Relocation Expenses - Repayment Table**

<b>Length of Service</b>	<b>Amount Repayable</b>
Less than 12 months	100%
Greater than or equal to 12 months up to and including 24 months	80%



**Agreement for Repayment of Relocation Expenses**

**AN AGREEMENT**

for

**THE REPAYMENT OF RELOCATION EXPENSES**

**Between (“the Employee”)**

<b>Name of Employee</b>	
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and

**NORTH STAFFORDSHIRE COMBINED HEALTHCARE NHS TRUST (“the Trust”)**

<b>Total Relocation Expenses</b>	£
<b>Job Title</b>	
<b>Date of Commencement</b>	

**Relocation Expenses are paid on the basis that if the Employee voluntarily leaves the Trust’s employment within 24 calendar months part of the sum paid is to be repaid. This agreement regulates the terms of such repayment.**

In consideration of the Trust’s agreement to advance payment of the Total Relocation Expenses indicated above (which are only payable in full on condition that the Employee does not terminate the employment voluntarily for at least 24 calendar months) the Employee named above AGREES AS FOLLOWING:

- (1)** to repay a percentage of the Total Relocation Expenses advanced to the Employee in the event that the Employee voluntarily ceases to be so employed after fewer than 24 complete calendar months shall have elapsed from and including the commencement date of such employment to the last day thereof. The amount of such repayment is to be calculated by reference to the “Relocation Expenses – Repayment Table” which forms part of this agreement by applying to the Total Relocation Expenses the percentage figure in the column headed “% Repayable” which matches the number of whole calendar months that the Employee has worked as shown in the column headed “Complete Calendar Months of Employment”.

- (2) the Trust may deduct from the Employee's pay and emoluments any sum repayable in accordance with (1) above and the Employee's signature to this agreement is intended to constitute authorisation for such deductions.
  
- (3) if the repayment due from the Employee on leaving the employment of the Trust of his/her own volition, exceeds the net sum of the Employee's pay and emoluments or the Trust, for any reason whatsoever, omits to make deduction, or omits to make deduction in full, or is prevented from doing so for any reason, the Employee will repay the sum remaining due to the Trust pursuant to this agreement on demand as a debt due and owing.
  
- (4) for the purposes of this agreement if the Employee is found by the Trust's Occupational Health Department to be unfit to continue in employment termination shall not be considered to be "voluntary".
  
- (5) any dispute as to the amount which is repayable pursuant to this agreement will be determined in accordance with English Law and if necessary, any proceedings shall be issued.

Signed

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The Employee

Name

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Date

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Signed

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For the Trust

Name

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Date

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## Claim for Reimbursement of Relocation Expenses

<b>Name</b>		<b>Job Title</b>	
<b>Department</b>		<b>Payroll Number</b>	
<b>Expenses Agreed</b>	£	<b>Outstanding Balance</b>	£
<b>Initial Claim</b>	<b>Yes / No*</b>	<b>Further Claim(s) to follow</b>	<b>Yes / No*</b>
<b>Subsequent Claims</b>		<b>2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> / 7<sup>th</sup> / 8<sup>th</sup> *</b>	

<b>Date Claimed</b>	<b>Item / Description</b>	<b>Amount Claimed</b>	<b>VAT</b>
		£	£
<b>Totals</b>			
<b>Outstanding Balance Carried Forward (if applicable)</b>		£	

**Note: Original invoice(s) / receipts, travel expense forms should accompany claims**

Signed

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The Employee

Date

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Signed

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For the Trust

Date

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