

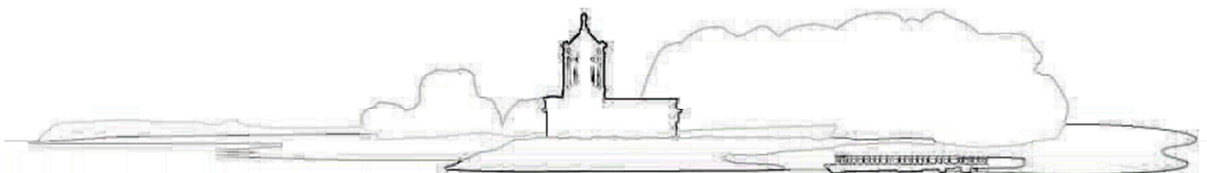


Rutland County Council

POLICY ON RELOCATION SCHEME FOR NEWLY APPOINTED EMPLOYEES

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Summary of document

This policy describes the circumstances in which newly appointed employees will be eligible for relocation assistance. It identifies the levels of assistance that they may be entitled to, the procedure to be followed to request assistance, and the repayment arrangements that would apply if an employee were to leave the Council within 2 years of appointment.

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1.0 ELIGIBILITY CRITERIA

You will be entitled to claim financial assistance and special leave if you are newly appointed to the Council and subject to the following conditions:

- (i) At the time of your application for appointment you live outside a 25 mile travelling distance measured from Catmose, Oakham, and you move to within 25 miles of Oakham and in normal circumstances make the move within 12 months of the appointment.
- (ii) If you live in rented property you may be entitled to up to a maximum of 50% of the overall relocation scheme, at the discretion of your Chief Officer. Currently this is up to £3,000 (up to £2,500 for removal and relocation costs and £500 for expenses). However, no lump sum allowance under item 2.(ii) will be payable if moving to a furnished property.
- (iii) Removal expenses and legal fees will not normally be made to officers who are not at the time of appointment in occupation of a dwelling in their own right.
- (iv) The decision to award you all or part of the financial assistance under this Scheme is entirely at the Chief Executive's discretion. Such approval must be at the time of authorising the Request to Advertise form. In all cases when the Chief Executive has approved payment of removal expenses, it will be stated in Job Adverts that relocation expenses will be considered in appropriate circumstances. No grievances can be raised against any decisions made by the Chief Executive under this Scheme.

2.0 ENTITLEMENTS

Entitlements (which are inclusive of VAT) are set out below.

- (i) A maximum of £5,000 for removal and relocation costs which may include:
 - Actual removal costs and the costs of storing furniture subject to the Submission of three estimates. No estimate of actual removal costs is required if the cost is £100 or less and only two estimates are required if the cost is between £100 and £200.
 - Actual legal costs concerned with selling one house and buying another.
 - Lodging and travel costs whilst selling a house.
- NB Travelling costs are defined as travelling to Rutland to find accommodation or where you choose to travel to and from Rutland rather than stay in lodgings prior to the permanent move.

- (ii) A lump sum allowance of £1,000 to be paid for expenses incurred in the move e.g. curtains and carpets which will not transfer and service connections etc.

The Chief Executive has discretion to increase the limit on a total removal package to £8,000 in an approved case, normally where there are likely to be difficulties in attracting employees to key positions in the Authority.

3.0 LEAVE

- (i) A maximum of one day paid leave for house hunting and/or moving house.

4.0 METHOD OF PAYMENT

- (i) All expenses claimed will be reimbursed within the limits specified, upon production of receipts and paid via payroll in the normal way.

5.0 BOTH PARTNERS MOVING

- (i) No assistance is granted if your partner is granted assistance with relocation expenses by another agency.
- (ii) If both you and your partner are moving to work for the Council and you can show that additional expenditure is incurred because of a second person moving e.g. travelling and commuting costs, your Chief Officer has the discretion to pay those additional costs.

6.0 TRAVELLING COSTS

a) Seeking Accommodation Prior to Employment

- (i) Payment of public transport rates (standard class if by rail) or car mileage rates at the lowest essential user rate for one return journey for employee and partner, and
- (ii) Payment of one night's bed and breakfast costs up to a maximum of £25 each for you and your partner where you do not return home on the same day.

These sums will be reimbursed on the basis of receipts as soon as you start work with the Council.

b) Upon Commencement of Employment with the Council

- (i) Reimbursement of expenditure actually incurred on lodging and/or travelling up to £75 per week for the first six months. Travelling rates as in 6a (i).

7.0 CONDITIONS

- (i) Proof of expenditure for costs incurred in removal, legal and estate agent's fees and lodging expenses must be provided with VAT invoices if applicable. (This will benefit you, as National Insurance or Income Tax will then not have to be paid on this money). Original documents must be provided for payment. As it is difficult to provide evidence of travel costs (other than by train or bus), certification that they have been incurred is acceptable.
- (ii) When you receive assistance under this Scheme, you will be required to sign the appropriate agreement form and agree to the repayment conditions outlined in Section 9 of this scheme below.

8.0 TIME LIMIT FOR CLAIMS

- (i) All claims from this Scheme start from the first day you take up your job with the Council and must be made not later than 2 years from the date of appointment. The Chief Executive has the discretion to waive this time limit in exceptional circumstances.
- (ii) For payments to be made free of tax, claims must be paid by the end of the tax year following the year of appointment. If you have any queries, please refer to the payroll officer.

9.0 REPAYMENT

The following repayment conditions apply to any relocation package:

- (i) If the employee leaves the Council's employment within two years of appointment, repayment of the assistance provided is required on the following basis –
 - 100% repayment up to 6 months
 - 75% repayment between 6 and 12 months
 - 50% repayment between 12 and 18 months
 - 25% repayment between 18 months and 2 years
- (ii) If the move is not made within 12 months of the date of appointment any lodging and/or travelling expenses are repayable unless the Council, after consideration of a report on the circumstances of the case, agree to waive repayment.
- (iii) Prior to leaving the Council's employment all monies owing may be deducted from the employee's final salary following a notification to the employee of the amount due to the Council. If the final salary is insufficient to reimburse the council in respect of the expenditure incurred under this Relocation Scheme,

then any outstanding sums are required to be repaid within one calendar month of the date of any invoice sent by the Council.

- (iv) These repayment conditions are waived if the officer's post is made redundant by the Council.

**A large print version of this document is
available on request**



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