



**1. Scope of this policy**

1.1 The purpose of this policy is to:

- (a) Assist eligible/new employees with expenses associated with moving to Rutland.
- (b) Provide the Council with a benefit to offer to new employees and to support the employee with a relocation of their home.

1.2 It 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 may apply.

1.3 Discretion on the use of the scheme is via approval by the Chief Executive and will be related to the recruitment and attraction strategy for each position.

**2. Eligibility**

2.1 An employee will be entitled to claim provisions of this scheme where they meet the following criteria:

2.1.1 At the time of their application for appointment they live outside a 25 mile travelling distance measured from Catmose, Oakham, and they move to within 25 miles of Oakham and in normal circumstances make the move within 12 months of the appointment.

2.1.2 The employee is personally or jointly responsible for paying for the accommodation.

2.2 The individual must have accepted a permanent position and is required to move house to fulfil the position. In addition they should have no other relocation expenses being made for the move from any other employer or source.

2.3 An employee who benefits from any or all of the provisions of the scheme will be required to sign an undertaking to the effect and that they full understand the conditions of the scheme (including repayment).

2.4 All claims from this Scheme start from the first day the employee commences employment with the Council and must be made not later than 1 year from the date of appointment. The Chief Executive has the discretion to waive this time limit in exceptional circumstances.

2.5 For payments to be made free of tax, claims must be paid by the end of the tax year following the year of appointment. Any queries should be referred to Human Resources.

### **3. Provisions within the scheme**

3.1 A maximum of £8,000 for removal and relocation costs which may include:

3.1.1 Actual removal costs and the costs of storing furniture based on the lower of two quotations.

3.1.2 Actual legal costs concerned with selling one house and buying another, including Stamp Duty.

3.1.3 Lodging and travel costs whilst selling a house.

NB Travelling costs are defined as travelling to Rutland to find accommodation or where the employee chooses to travel to and from Rutland rather than stay in lodgings prior to the permanent move.

3.1.4 Costs towards expenses incurred in the move e.g. curtains and carpets which will not transfer and service connections etc.

3.1.5 The Council will also reimburse payment of public transport rates (standard class if by rail) or car mileage rates for up to 4 return journeys for the potential employee and partner whilst seeking accommodation prior to employment. These sums will be reimbursed on the basis of receipts as soon as the employee starts work with the Council.

3.1.7 Upon commencement of Employment with the Council, reimbursement of expenditure actually incurred on lodging and/or travelling up to £75 per week for the first six months.

3.2 A maximum of two days paid leave for house hunting and/or moving house.

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

3.4 It is the responsibility of the authorising manager to monitor the scheme and to ensure that the amount(s) claimed are eligible and to ensure payments are processed in a way which is compliant for tax recording purposes and within the agreed limits up to a maximum of £8,000.

### **4. Conditions of Repayment**

4.1 If the employee leaves the Council's employment within two years of receiving their first payment under this scheme, 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.

- 4.2 If the move is not made within 12 months of the date of appointment any lodging and/or travelling expenses are repayable unless the Chief Executive, after consideration of a report on the circumstances of the case, agree to waive repayment.
- 4.3 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.
- 4.4 These repayment conditions are waived if the officer's post is made redundant by the Council.

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