

Relocation Expenses Policy and Procedure

Ratification Process

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Ratified on and by:	TBC C&P CCG Remuneration & HR Sub Committee
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**Cambridgeshire & Peterborough CCG
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Document Control Sheet

Development and Consultation:	This policy was developed by the CCG HR team and consulted upon with senior managers and staff representatives. This policy has been approved through the Joint Consultation and Negotiating Partnership (JCNP).
Dissemination	All new and updated policies and procedures are notified to senior managers via email for dissemination to their staff. Notification is also sent to all staff via the bi-weekly staff newsletters.
Implementation	All staff and managers. Line managers have an additional duty to authorise in accordance with the policy.
Training	The CCG HR team will organise to inform managers of this policy.
Audit	The CCG HR Team will hold a database of all policies and a reminder will be sent when a policy is due for renewal.
Review	This policy will be reviewed by the CCG HR Team and JCNP every two years, unless an earlier review is required e.g. due to changes in legislation or in NHS direction.
Links with other documents	This policy should be read in conjunction with: CCG Organisational Change Policy CCG Travel and Related Expenses Policy and Procedure NHS Terms & Conditions Handbook

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Revisions

Version	Page/ Paragraph no.	Description of change	Date approved
	Page 7 para 6.2	Maximum value set at £6000	
	Page 9 para 8	Employees no longer required to use stated preferred providers.	

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Cambridgeshire & Peterborough CCG Relocation Expenses Policy and Procedure

1. Introduction

- 1.1. This document sets out the Cambridgeshire and Peterborough Clinical Commissioning Group (CCG) policy and procedure regarding relocation, accommodation and associated expenses provisions. This policy will form the basis of all remuneration to employees for relocation, accommodation and associated expenses. It shall serve as the prime document with regard to entitlement for reimbursement of such expenses.
- 1.2. This document is not binding on the CCG, but serves as guidance to managers and staff on likely entitlement. Actual payment will be determined by the Head of OD & HR according to precise individual circumstances.
- 1.3. Employees who need to move their home or incur additional associated expenses as a result of appointment to a post within the area of the CCG may be granted assistance with relocation expenses. Provided the CCG is satisfied that relocation of the home is necessary, expenses will be paid at the discretion of the CCG. In exercising this discretion the CCG will take full account of its Equal Opportunities Policy commitment to prevent discrimination on the grounds of race, sex, nationality, ethnic origin, marital status, etc.
- 1.4. The CCG Policy is available to employees taking up permanent employment with the CCG who currently reside in excess of 25 miles from their employment base.
- 1.5. In exceptional circumstances, as an alternative to relocation expenses, travel by car will be paid at the equivalent to the reserve rate, for a maximum period of 6 months, within the remit of this policy.
- 1.6. Reimbursement is in respect of house purchase if only payable of an equivalent purchase in the new area. Any additional costs as a result of upgrading of accommodation must be met by the employee.

2. Eligibility

- 2.1. No individual is automatically entitled to relocation expenses, and relocation expenses are not given as a right to eligible staff but at the discretion of the CCG and where the move is a direct consequence of taking up employment with the CCG. Each case will be examined on its merits and a decision taken by the Head of OD & HR following consultation within local management. Please see the managers' guidance in appendix 1 for further information.
- 2.2. Payment of relocation expenses will normally be restricted to appointments identified as a key post fundamental to the CCG Business Plan which would have remained unfilled without support for relocation expenses or that the post carries a requirement for on call or out of hours work which cannot be planned in advance.

- 2.3. The CCG reserves the right to approve relocation expenses for other categories of staff if special circumstances prevail.
- 2.4. Staff should relocate within a fifteen mile limit (by road) from their base. If in exceptional circumstances this is not possible, permission must be granted by the Head of OD & HR to reside outside of this limit.
- 2.5. Relocation expenses are not payable to an employee whose spouse, partner, or other person normally living with them, is in receipt of relocation expenses from other sources.
- 2.6. Relocation expenses will not be payable to anyone who is planning to move into the area, and as a consequence, seeks and obtains employment with the CCG.
- 2.7. Advertisements and/or information packs for jobs should clearly state whether a post is eligible for relocation expenses under the CCG terms and conditions, but should make no reference to precise provisions.

3. General Conditions

- 3.1. Before authorisation of expenses, the CCG must be satisfied that:
 - a. It is necessary for the candidate to move house to fulfil his/her new role. Normally those who live within 25 miles of their base will not be eligible for relocation expenses;
 - b. Arrangements must be reasonable, i.e. expenses relating to the move should relate to a broadly comparable property. Where the staff member chooses to move to a property which is substantially different, the amount of assistance may be reduced in discussion with the individual. Values of previous new houses would be verified through an Estate Agent;
 - c. If two partners take up employment with this CCG, only one payment per couple can be made;
 - d. The expenses reimbursed are only for those incurred and will require receipted proof of expenditure;
 - e. No facilities are available for bridging loans due to the enormous financial burden they place on the CCG when properties remain unsold;
 - f. Payment will not be made for expenses which are recoverable in full or in part from any other source;
 - g. The position is being filled having been advertised and after a competitive interview process;

- h. Part-time staff will be paid expenses on a pro-rata basis, as a proportion of the whole time hours up to the upper limit.

4. Scope of Scheme

4.1. The three categories of the Scheme are as follows, and as outlined in Appendix 2:

- a. Purchase and Sale

Where sale and purchase of a property is involved.

- b. Purchase Only

Where the previous accommodation was rented.

- c. Rent

Where the proposed accommodation is rented for a period up to six months whilst the employee seeks to relocate to the area and is unable to travel daily. This benefit will be taken into account when calculating relocation expenses.

4.2. For an employee who resides in rented accommodation whilst seeking to relocate, the excess travel costs of one journey home each week will be reimbursed at the reserve rate, or second class return rail fare for a period of up to six months. Staff who are renting out their previous home would not be entitled to this payment. Staff who reside in rented accommodation, which is not their primary residence, will be subject to income tax on relocation costs paid to them by the CCG in respect of their rental costs.

4.3. For employees who travel daily from their existing home to work for the CCG whilst seeking to relocate, the excess daily cost will be reimbursed at the reserve daily rate, or second class return rail fare for a period of up to six months.

4.4. All claims for daily travelling expenses must be submitted on a monthly basis. Failure to do so will mean that the expense may not be paid. Please refer to the CCG Travel & Related Expenses Policy and Procedure for further information.

5. Allowances and Claimable Expenses (as outlined in Appendix 2)

5.1. All claims must be supported by receipts and invoices, which should be official VAT invoices or official VAT receipts, clearly showing the nature of the expenditure and submitted with a claim form as in Appendix 4:

- a. Legal and Professional Fees

This includes Estate Agent fees, Solicitors fees, Surveys, Stamp Duty, Land Registry fees etc;

- b. Furniture Removal

Removal of furniture and normal household goods, including insurance. If you move yourself, vehicle hire costs and insurance may be claimed.

c. Disturbance Allowance

An Allowance may be payable towards:

- The costs of essential minor adaptations, e.g. fitting carpets or curtains;
- Temporary cost of living in lodgings and maintaining a separate home;
- Excess travelling from current home to work pending relocation;
- Travel “home” at weekends whilst in temporary accommodation.

d. Expenses in old and new areas at the same time

- Travel expense in connection with the search for accommodation in the new area of employment will be reimbursed at the reserve rate for up to 2 visits.
- Temporary accommodation - an allowance may be payable to cover the cost of continuing commitments in the old and new areas, up to maximum of 6 months, provided that the overall claim is within the limit stated in appendix 2.

6. Level and Authorisation of Expenses

6.1. Approval for relocation expenses must be sought prior to commencement with the CCG. The CCG will confirm eligibility in writing on receipt of the Application for Relocation Expenses form, which can be found in Appendix 3.

6.2. The CCG will meet reasonable costs from prescribed entitlements as set out in Appendix 1, up to a maximum of £6,000 and the amount for each type of expenditure within this limit must be authorised by the Head of OD & HR.

6.3. In exceptional circumstances the Head of OD & HR and the deputy Chief Finance Officer may authorise expenditure up to £8,000. Additional approval from the Chief Clinical Officer and Chief Finance Officer is required to go above that limit. When using discretion to go above the maximum limit, they will take into account the following factors;

- a. Restricted to Director positions and Senior Managers reporting to Director level posts;
- b. Only for posts that are locally accepted as hard to fill;
- c. If additional expenses were not authorised, it would require re-advertisements and/or the individual would withdraw;
- d. The actual costs of relocation are exceptionally high;
- e. It is consistent with decision making in other cases;
- f. There are extenuating personal circumstances.

- 6.4. Any claims over £8,000 will be subject to Income Tax.
- 6.5. Authorisation of relocation expenses will be by the Head of OD & HR in consultation with the Local Manager as per the CCG Scheme of Delegation.
- 6.6. Managers must, therefore, obtain approval from the Head of OD & HR before offering posts to job applicants which are likely to attract a request for relocation expenses, ensuring that no contractual commitments are made to people being offered jobs.
- 6.7. Where exceptional circumstances apply, any element of the conditions in this policy may be waived with the approval of the Chief Clinical Officer.

7. Acknowledgement and Repayment

- 7.1. The CCG will require employees to repay all or part of the reimbursements and allowances made to them if they leave employment with the CCG within two years of commencement, or two years from the date of claiming relocation expenses if this occurs after the date of appointment refundable to the CCG by the employee on the following basis:

Within 6 months of commencement	100%
6 months to 1 year	75%
1 year to 18 months	50%
18 months to 2 years	25%

- 7.2. Employees will be required to sign an acknowledgement of the payments and an undertaking to repay it on demand, if necessary, authorising the CCG to deduct payments from the final salary. This must be signed before the individual takes up appointment.
- 7.3. Any retrospective claims made more than 1 month after taking up appointment will not be paid. The Head of OD & HR has discretion to waive this in exceptional circumstances.
- 7.4. Where expenses have been approved but not reimbursed because the applicant delays moving, this approval will be revoked after a period of one year from the date of the appointment.
- 7.5. The Head of OD & HR will have the right to waive these repayment conditions in exceptional circumstances.

8. Service Providers

- 8.1. Employees should seek three quotations for provision of such services as estate agents, solicitors etc to carry out the conveyance and removals before placing the order. These will be used as the basis for authorising reimbursement of expenses. The CCG will usually pay only up to the amount in the lowest price quotation.

9. Further Advice

Further advice and guidance about relocation is available from your OD & HR team. Managers are encouraged to seek advice from the OD& HR department on the application of this policy to ensure consistency across the CCG.

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Appendix 1 – General Guidance for Appointing Managers

1. It is important that a balance is drawn between appointing the best candidate, e.g. to enable the best standard of service to be given **and** remembering that spending on relocation is money directed away from service provided by the CCG.
2. Staff should therefore not be appointed purely on the basis of cost but in light of information available to managers:
 - 2.1. Where a vacancy arises, before advertising nationally managers should consider whether the post could be filled by a good candidate, either internally or from the local labour market.
 - 2.2. Candidates should be short-listed purely by the criteria outlined in the Person Specification, i.e. qualifications, experience, etc.
3. Where the necessary authorisation has been given in principle from the Head of OD & HR prior to the interview, appointing managers should make it clear to interested applicants that they are not authorised to give verbal confirmation of entitlements. Applicants must be made aware that any expenses incurred before written authority is given are at the applicant's risk and can only be reimbursed on the signature of the appropriate Head of OD&HR.

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Appendix 2 – List of Allowances and Relocation Expenses Payable

The following expenses may be reimbursed, up to a maximum total of £6,000 as authorised by the CCG. This list is not exhaustive and the types of expenditure and maximum level can be increased in line with the policy.

1. Removal of furniture and effects
2. Storage of furniture and effects
3. Legal expenses on House Purchases
4. Legal expenses on House Sale
5. Estate Agents or Auctioneers fees
6. Value Added Tax
7. Preliminary Visit
8. Journey from old to new home
9. Allowance during expenses
10. Continuing Commitments Allowance

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Appendix 3 – Application for Relocation Expenses

Please complete the following questionnaire and return to your line manager or the appointing officer. You will notified in writing as to what expenses you may claim.

Name of Applicant	
Job Title of New Post	
Location of New Post	
Details of Previous Post	
Name of Previous Employer	
Department where Employed	
Telephone Number	
Salary Band/ Grade	
Actual Salary at Time of Transfer	
Whole Time or Part Time and Number of Hours worked	
Date of Appointment	
Length of Contract	
Details of Accommodation in Area of Previous Employment	
Address	
Telephone Number	
Was accommodation rented or owner occupied?	
Was accommodation total unfurnished?	
If unfurnished, did accommodation consist of more than one main room?	
If accommodation was owner occupied, do you intend to sell?	
Details of Accommodation in Cambridgeshire & Peterborough CCG Area	
Address	

Is this address permanent or temporary?	
Is the accommodation totally unfurnished?	
If unfurnished, does accommodation consist of more than one room?	
Do you intend to purchase a property in the Cambridgeshire & Peterborough CCG area?	
It is the policy of Cambridgeshire CCG to make payments using the BACs (Credit direct to Bank Account) system wherever possible. Would you therefore please complete the following details:	
Bank Name	
Bank Account Title	
Bank Sort Code	
Bank Account Number	

I certify that relocation expenses are not recoverable in part or full from any other source by myself or partner and that the information I have given is correct to the best of my knowledge and belief. I agree to repay all or part of the expenses and allowances made to me if I leave employment of the CCG within two years of my commencement.

Applicant Name	
Applicant Signature	
Date	

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Appendix 4 –Claim for Relocation Expenses

Please see the notes at the end of this appendix for further information on how to complete this claim form.

Name of Applicant	
CCG Position Held	
CCG Directorate	

	Claim £	Office use only
Legal and Professional Fees		
House purchase price £..... (household only)		
Solicitors costs		
Survey		
Stamp Duty		
Land registry fees		
Period claimed		
House sale price		
Solicitors costs		
Estate Agents fees pus details		
Furniture Removal		
Quote 1 in £.....		
Quote 2 in £.....		
Disturbance Allowance		
Minor adaptations (please provide details)		
Temporary cost of living in lodgings (please provide details)		

Excess Travel, in miles (please give details)		
Travel 'home' at weekends Miles:..... Dates:		
Expenses in Old and New Area Simultaneously		
Travel expenses in search of accommodation Miles:..... Dates:		
Temporary Accommodation (please give details)		

I certify that the expenses above, which I enclose all relevant documents, were actually and necessarily incurred and are in accordance with the terms and conditions of service approved by Cambridgeshire CCG.

Applicant Name	
Applicant Signature	
Date	



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Appendix 4 – Notes regarding Claiming for Relocation Expenses

1. House Purchase/Sale Expenses

- 1.1. Quotations are required from three estate agents. Claimants may use the company of their own choice but payment is limited to the lowest of the quotations.
- 1.2. Copies of Estate Agents details are required for both the old and new properties. Payments are governed by the comparability of the new the old property

2. Householder

Means an employee who, in the area of their previous health service employment, occupied unfurnished accommodation of more than one main room, rented or owner occupied.

3. Removal and Storage

- 3.1. Quotes from three different removal companies are required. Claimants may use the company of their choice but payment is limited to the lowest of the quotes.
- 3.2. Claimants wishing to do their own removals, utilising a van hire firm will be reimbursed the cost of van hire and fuel. Receipts are required.
- 3.3. Payments will be made against original receipted invoices only, photocopies are not acceptable, if required the original can be returned.
- 3.4. Travel by car is paid at the reserve rate.