

<b>DOCUMENT CONTROL</b>	
<b>Title:</b>	<b>Removal and Relocation Policy</b>
<b>Version:</b>	<b>2</b>
<b>Reference Number:</b>	<b>HR032</b>
<b>Scope:</b>	
This policy applies to all staff/posts who meet the criteria for entitlement to removal expenses. There is no automatic entitlement to relocation/removal expenses. The scheme is subject to the discretion and agreement of the Managing Director/ Executive Director and normal financial constraints.	
<b>Purpose:</b>	
The Removal and Relocation Policy is used as part of the Trust's recruitment and retention practices. It is designed to aid employees (subject to eligibility criteria) when moving to the Trust.	
<b>Keywords:</b>	
Relocation, Removal	
<b>Supersedes:</b>	
Version 1	
<b>Description of Amendment(s):</b>	
<ul style="list-style-type: none"> <li>• To cover hard to fill posts</li> <li>• Include mileage on when relocation can be considered – 50miles</li> <li>• To include a clear process on application and claim back period</li> </ul>	
<b>Owner:</b>	
Workforce & OD Governance Manager – Surrya Southworth	
<b>Individual(s) &amp; group(s) involved in the Development:</b>	
This document has been developed in collaboration with the following interested parties: <ul style="list-style-type: none"> <li>• Policy Review Group with Staff Side – 17<sup>th</sup> October 2017</li> </ul>	
<b>Individual(s) &amp; group(s) involved in the Consultation:</b>	
The document has been circulated for consultation and comments have been taken into consideration and the document amended accordingly: <ul style="list-style-type: none"> <li>• All Staff 30 Day Consultation – 24<sup>th</sup> November 2017</li> </ul>	

<b>Equality Impact Analysis:</b>	
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<b>Presented by:</b>	Kirsty Hood
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<b>Policy Panel:</b>	
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<b>Presented by:</b>	Surrya Southworth
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<b>Review:</b>	
<b>Next review date:</b>	May 2021
<b>Responsibility of:</b>	Workforce & OD Governance Manager
<b>Other Trust documentation to which this guideline relates (and when appropriate should be read in conjunction with):</b>	
<b>Policy Associated Documents:</b>	
TAD_HR032_01	<a href="#">Application for Entitlement – Removal &amp; Relocation Expenses</a>
TAD_HR032_02	<a href="#">Removal &amp; Relocation Exceptional Expenses Claim Form</a>

<b>Other external documentation/resources to which this guideline relates:</b>	
<b>CQC Regulations</b>	
<b>This guideline supports the following CQC regulations:</b>	

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## **1. INTRODUCTION**

The Removal and Relocation Policy is used as part of the Trust's recruitment and retention practices. It is designed to aid employees (subject to eligibility criteria) when moving to the Trust. This policy applies to all staff/posts who meet the criteria for entitlement to removal expenses.

## **2. PURPOSE**

To assist the Trust's recruitment and retention practice in specific key hard-to-fill posts

## **3. RESPONSIBILITIES, ACCOUNTABILITIES AND DUTIES**

### **AFC and Medical and Dental Staff**

In specific key hard-to-fill posts (see criteria below), the application for relocation can be discussed at interview and must be agreed with the relevant Director prior to agreeing with the applicant. It should be noted that the provision to fund the removal/relocation will be supported and come from the local DBU budget from where the recruitment is taking place.

### **Eligibility criteria for entitlement to claiming relocation/removal expenses**

Staff from the below list are entitled to claiming removal expenses however this may be subject to normal financial constraints,

Hard to fill band 5 and above Nursing posts across MH & CS

Hard to fill AHP posts band 5 and above across MH & CS

Hard to fill Psychological Therapist (qualified posts)

All career grade medical staff

Executive Directors

Pay scale Band 8 and above (Agenda for Change)

- Removal expenses will be applicable to senior, specialist posts and/or other key hard to fill posts such as Medical, Nursing, Psychological Therapies (qualified) and qualified AHP (please criteria above) where express permission has been granted. In addition the Trust must be satisfied that a house move or relocation is necessary and reasonable. In general terms removal/relocation expenses will not be payable where the distance from the old home to base is less than 30 miles.
- Payment of up to £8000 is subject to employees giving a written undertaking not to leave the employment of the Trust within a 2 year period.
- This undertaking is increased to 4 years for staff receiving in excess of £8000 (plus additional allowances advised in section 6.4 relating to stamp duty costs).

Period of Service	Amount of Relocation expense to be repaid
Less than 6 months	100%
6-12 months	75%
12-24 months	50%

- Failure to honour this commitment will require the employee to repay relocation / removal expenses, in line with the above table.
- An offer of a revised expenses package will normally expire if no move has occurred or is imminent after completion of 12 months employment. In such cases, any ancillary expenses paid e.g. travel, are refundable although the Director of Workforce and OD/ Executive Director has discretion to waive repayment in exceptional circumstances.
- All expenses, including incidental payments, referred to in this Policy form part of the total package available.
- Where an employee is appointed whose normal place of residence is outside the United Kingdom, relocation expenses will only be paid from the Port of Entry.

#### **4. MAXIMUM AMOUNTS**

In normal circumstances the Trust will pay relocation/removal expenses only up to the limits of the tax free allowance (currently £8,000 as at 2017, and this is on items set out by HMRC guidelines, for further information please go to <https://www.gov.uk/expenses-and-benefits-relocation/whats-exempt>).

Exceptionally and where relocation involves a substantial stamp duty payment, additional expenses for this purpose only will incur income tax payments (higher rate likely to apply) and reimbursement of tax is not permissible under this policy.

#### **5. PURCHASING A SECOND HOME**

The Trust will not pay full removal expenses where the member of staff is not selling his/her main residence but elects to purchase a second home. Subject to the conditions of this policy, including reimbursement of expenses, the Trust may assist eligible staff falling into this category by partial payment of legal fees, estate agents and other relevant costs (see section 6) but this would be to no greater than 50% of the taxable limit (currently £4,000).

#### **6. EXPENSES PAYABLE**

- **Searching for new accommodation:**

Preliminary visits of up to 2 nights to the new area including:

- Cost of accommodation and subsistence at the relevant rates in line with the terms and conditions for the post (eg Agenda for Change/Medical and Dental), if Trust accommodation is not provided.
- Travelling expenses will also be payable based on second class rail fare, economy class air fare or public transport mileage.
- **Staff living in temporary accommodation or travelling pending move from previous area of residence**
  - Whilst the old property is on the market and remains unsold, rental accommodation costs will be reimbursed to a maximum rate of £600 per month (Any rental costs will fall within the £8,000 ceiling).
  - Travelling expenses between home and work normally payable once per week at second class rail fare or public transport mileage rate, (Any travel costs will fall within the £8,000 ceiling).
  - For staff travelling daily, excess travel at above rate. (Any travel costs will fall within the £8,000 ceiling).

- **Bridging Loan**

There is NO PROVISION for bridging loans under this scheme.

- **House purchase and sale**

All reasonable expenses, to the limits applying, will be reimbursed including the following:

*Solicitor's fees*  
*Land Registration fees*  
*Incidental legal fees*  
*Expenses in connection with mortgage or loans*  
*Estate agents fees*  
*Survey fees*  
*One abandoned purchase only*  
*Stamp duty*

- The Trust will **NOT** reimburse loans for assisted house purchase, any increase in insurance premiums, a mortgage guarantee premium, excess rent allowance, mortgage redemption fee or excess travel where the employee has no intention of purchasing a new property.

- **Travelling expenses on removal**

The cost of one journey from the old house to the new house for the employee and his/her family/dependants will be paid based on second class rail fare. Economy air fare or public transport mileage (Any costs will fall within the £8,000 ceiling).

- **Expenses of actual removal**

The cost of moving furniture/belongings will be met by the Trust based on payment of the lowest of 3 quotes. If furniture is necessarily left in storage, the full cost will be met for 3 months. The cost of subsequent transfer will then be met, again based on the lowest quotation. (Any costs will fall within the £8,000 ceiling)

- **Miscellaneous expenses grant**

A grant of £1,000 may be paid to employees who have purchased a new property as a result of their appointment. This is to assist with the cost of fixtures and fittings and falls within the £8,000 ceiling.

## 7. APPLICATION AND SUBMISSION OF CLAIMS

- During the recruitment process, recruiting managers should identify if removal/relocation may be a requirement of the offer. This should be based on the criteria that the post is considered hard to fill (please refer to criteria in Section 3).
- The recruiting manager should speak to the Senior Manager/Managing Director and Finance Business Partner to inform that this will be considered as part of the offer. Approval should be sought from the Senior Manager/Managing Director and Finance Business Partner at this point to enable provision to be made within the departmental budget.
- The recruiting manager should inform the recruitment assistant/department that this offer could form part of the recruitment process.
- Offer of relocation/removal expenses should be discussed at interview stage. Should an offer of employment be made to the applicant and they accept, they will be required to complete an application to formally initiate the process. (TAD – HR032-01)



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- The recruiting manager with Managing Director approval will inform the candidate if the request for support of removal/relocation expenses has been approved and the detail of the maximum limit (ceiling of £8000), and the process re: claim back once the employee has commenced in post.
- All claims by the new employee must be submitted as soon as possible after expenditure is incurred and must be original documents. Copies of receipts will not be accepted. Applicants should, on receipt of confirmation to entitlement from the appropriate Director, complete the attached application for relocation expenses form



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- Claims should be submitted via the online e-expenses system ensuring that the expense item 'relocation expenses' is selected, a description of the expense is recorded, and that all receipts are uploaded into the system.
- Where, in exceptional circumstances, the Director of Workforce and OD have authorised claims over the maximum amount allowed (currently £8,000) the attached claim form should be submitted (appendix 2).

## **8. EVIDENCE TO SUPPORT CLAIMS**

The Trust reserves the right to request evidence to show an individual is making all reasonable efforts to sell/purchase accommodation.

## **9. DISCRETION**

The Director of Workforce and OD can use their discretionary authority, in exceptional circumstances, to alter the above in order to accommodate flexible arrangements, which are in the best interests of the Trust.

## **10. APPLICATION PROCESS**

- Applicants should, on receipt of confirmation to entitlement from the appropriate Director, complete the attached application for relocation expenses form, a copy should be retained on the individuals personal file and a copy sent to:-  
Employment Services Team, 2<sup>nd</sup> Floor, E Block, THQ, 225 Old Street, Ashton Under Lyne.  
Or via email to: [employmentservices.penninecare@nhs.net](mailto:employmentservices.penninecare@nhs.net)



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- Staff Should Not Progress Their Removal Before Submission Of The Application And Form Of Undertaking (Copies Attached In The Appendix).
- Advice should be sought from the Human Resources Business Partner within the specific DBU for support if required.

## **11. ABUSE/FRAUDULENT CLAIMS**

Any abuse or fraudulent claims pursued under this policy may be regarded as gross misconduct under the Conduct and Disciplinary Policy and all fraudulent claims will be referred to the Counter fraud specialist.

## **12. EQUALITY IMPACT ANALYSIS**

As part of its development, this document was analysed to consider / challenge and address any detrimental impact the policy may have on individuals and or groups protected by the Equality Act 2010. This analysis has been undertaken and recorded using the Trust's analysis tool, and appropriate measures will be taken to remove barriers and advance equality of opportunity in the delivery of this policy / procedure

## **13. FREEDOM OF INFORMATION EXEMPTION ASSESSMENT**

Under the Freedom of Information Act (2000) we are obliged to publish our policies on the Trust's website, unless an exemption from disclosure applies. As part of its development, this policy was assessed to establish if it was suitable for publication under this legislation. The assessment aims to establish if disclosure of the policy could cause prejudice or harm to the Trust, or its staff, patients, or partners. This assessment has been undertaken using the Trust's Freedom of Information Exemption Guide, and will be reviewed upon each policy review.

## **14. INFORMATION GOVERNANCE ASSESSMENT**

This Policy has been analysed to ensure it is compliant with relevant information law and standards as in place at the time of approval, and are consistent with the Trust's interpretation and implementation of information governance components such as data protection, confidentiality, consent, information risk, and records management.

Compliance will be reviewed against any changes to legislation / standards or at the next review of this document.

## **15. SAFEGUARDING**

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Safeguarding Families Policy and Local Safeguarding Children/Adult Board processes.

## **16. MONITORING**

The effective application of this policy / guideline, including adherence to any standards identified within will be subject to monitoring using an appropriate methodology and design, such as clinical audit.

Monitoring will take place on a biannual basis and will be reportable to the Quality Group via the Clinical Effectiveness and Quality Improvement Team.

## **17. REVIEW**

This policy / guideline will be reviewed three-yearly unless there is a need to do so prior to this; e.g. change in national guidance.