

**REMOVAL EXPENSES
 AND
 RELOCATION EXPENSES
 POLICY**

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Relevant Staff Groups:	All staff excluding Junior Doctors in training

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DOCUMENT CONTROL

Reference AF/Jan14/R&REP	Version 4	Status Final	Author Director of HR and Workforce Development
Amendments Remove the principle that relocation expenses will only apply to Band 5 and above Remove the eligibility for relocation expenses (living more than 25 miles from the work base) Increase in mileage from 25 to 35 miles for Removal expenses *July 2015 Amendment to Appendix 2 to clarify that it is 1/24th of the total expenses for each month outstanding that are repayable if a member of staff leaves the Trust within two years. This amendment now ensures the claim form reflects 5.11 in the Policy. CQC Section also updated.			
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Contact for review	Director of HR and Workforce Development		
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CONTRIBUTION LIST Key individuals involved in developing the document

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1. INTRODUCTION

- 1.1 Somerset Partnership NHS Foundation Trust is committed to recruiting and retaining appropriately qualified, skilled and experienced staff to deliver safe and quality services.
- 1.2 Staff employed by the Trust who are required to move as a result of organisational change will be eligible to receive removal expenses where this necessitates travelling to work at the new location in excess of 35 miles.
- 1.3 Prospective staff needing to relocate in order to accept an offer of employment will be considered for suitability to receive expenses under this policy subject to the approval by the Executive Team.

2. PURPOSE & SCOPE

- 2.1 The purpose of this policy is to describe the circumstances under which staff are eligible for removal or relocation expenses.
- 2.2 This policy is based on the principle that payment should be sufficient to ensure eligible employees do not suffer any financial loss in moving to comparable accommodation i.e. a principle of 'no loss-no gain'.
- 2.3 This policy applies to all permanent employees of the Trust and prospective staff.

3. DUTIES AND RESPONSIBILITIES

- 3.1 **Staff** – members of staff are responsible for providing evidence that this policy applies to them.
- 3.2 **Staff** - members of staff have an obligation to take all reasonable steps to minimise costs incurred and ensure the move to the new area is made within a reasonable timescale.
- 3.3 **Manager** – managers are responsible for ensuring a relocation expenses proposal is submitted to the Executive Team for approval
- 3.4 **HR** – are responsible for supporting members of staff and managers with their responsibilities and providing advice to the Executive Team
- 3.5 **Executive Directors** – are responsible for considering proposals and appropriate decision making
- 3.6 **Payroll Department** – are responsible for ensuring that expenses are paid on completion and authorisation of the appropriate documentation

4. EXPLANATIONS OF TERMS USED

- 4.1 **Removal Expenses** – Costs incurred by existing Trust Staff who are required to move as a result of Organisational change.
- 4.2 **Relocation Expenses** – Costs incurred by prospective staff who are relocating to the Trust which may be claimed, subject to approval by Executive Team.

5. REMOVAL EXPENSES AND RELOCATION EXPENSES

Removal Expenses

- 5.1 Staff employed by the Trust who are required to move house as a result of organisational change will be eligible to receive removal expenses where this necessitates travelling to work at the new location in excess of 35 miles.
- 5.2 By exception, the Executive Team may approve expenses where removal is less than 35 miles where this meets the needs of the service.
- 5.3 In circumstances where a contract of employment stipulates a member of staff must live within a certain distance from their place of work, removal expenses are payable subject to this condition being met.
- 5.4 Each member of staff has an obligation to take all reasonable steps to minimise costs incurred and ensure the move to the new area is made within a reasonable timescale.
- 5.5 All claims for expenses must be supported by receipts.
- 5.6 Staff may arrange for invoices in excess of £100.00 to be raised and paid directly by the Trust via the Finance Department.
- 5.7 Staff meeting the criteria for claiming Removal Expenses will be eligible to claim Relocation expenses up to a maximum of £8,000 as detailed below.

Relocation Expenses

- 5.8 A proposal for relocation expenses must be submitted by the manager involved in recruitment to the Executive Team for approval (using Appendix 1).
- 5.9 Relocation expenses will be approved by the Executive Team up to a maximum of £8,000. In exceptional circumstances this may be increased with approval by the Trust Board. In the first instance in these circumstances the Line Manager will need to discuss this with the HR Department.
- 5.10 Relocation expenses are not payable to an employee whose spouse, partner or other person normally residing with them is receiving or has received reimbursement of expenses from an NHS or other employer in respect of this move.
- 5.11 Eligibility to receive relocation expenses is conditional upon the member of staff undertaking to repay a particular proportion of the expenses if they leave the Trust within two years of appointment. This will be at a rate of 1/24th of the total expenses for each month outstanding.
- 5.12 Relocation expenses may be used flexibly to cover the following expenses:
- Estate Agents Fees
 - Legal and professional fees and charges arising out of the house sale and purchase
 - Rental of temporary accommodation
 - Continuing expenses on the old area (including rental of temporary accommodation where practical)
 - Removal and storage of furniture

- Purchase of new floor coverings or curtains
- Re-fitting or installation costs
- Telephone installation or transfer charges
- Travel expenses to the old area either daily or at weekends
- Travel expenses and subsistence in order to search for accommodation
- Storage costs
- Costs of vouched tenancy agreements, house agents fees and drains test if furnished or unfurnished accommodation is rented in the new area.

5.13 Staff claiming relocation expenses should have moved within 12 months and submitted claims for expenses within this period. This period can be extended with the approval of the Executive Team

5.14 Staff claiming relocation expenses who have not found suitable accommodation may be reimbursed for daily travelling expenses and night subsistence allowance (both in accordance with NHS Terms and Conditions Handbook) providing:

1. the Trust cannot offer accommodation at a more reasonable rate;
2. the Executive Team remain satisfied that every reasonable effort is being made to find suitable accommodation;
3. the period is no longer than 12 months

5.15 Each member of staff has an obligation to take all reasonable steps to minimise costs incurred and ensure the move to the new area is made within a reasonable timescale.

5.16 All claims for expenses must be supported by receipts.

5.17 Staff may arrange for invoices in excess of £100.00 to be raised and paid directly by the Trust.

6. TRAINING REQUIREMENTS

6.1 There are no specific training requirements.

7. EQUALITY IMPACT ASSESSMENT

7.1 All relevant persons are required to comply with this document and must demonstrate sensitivity and competence in relation to the nine protected characteristics as defined by the Equality Act 2010. In addition, the Trust has identified Learning Disabilities as an additional tenth protected characteristic. If you, or any other groups, believe you are disadvantaged by anything contained in this document please contact the Equality and Diversity Lead who will then actively respond to the enquiry.

8. MONITORING COMPLIANCE AND EFFECTIVENESS

- 8.1 Relocation Expenses will be monitored by the Executive Management Team and will only be paid in conjunction with an approved proposal.

9. COUNTER FRAUD

- 9.1 The Trust is committed to the NHS Protect Counter Fraud Policy – to reduce fraud in the NHS to a minimum, keep it at that level and put funds stolen by fraud back into patient care. Therefore, consideration has been given to the inclusion of guidance with regard to the potential for fraud and corruption to occur and what action should be taken in such circumstances during the development of this procedural document.

10. RELEVANT CARE QUALITY COMMISSION (CQC) REGISTRATION STANDARDS

The standards and outcomes which inform this procedural document, are as follows:

Section	Outcome
Suitability of staffing	12 Requirements relating to workers
	13 Staffing
	14 Supporting workers
	20 Notification of other incidents
	21 Records

11. REFERENCES, ACKNOWLEDGEMENTS AND ASSOCIATED DOCUMENTS

11.1 Cross reference to other procedural documents

NHS Terms and Conditions Handbook for relevant staff group.

Recruitment and Selection Policy

All current policies and procedures are accessible in the policy section of the public website (on the home page, click on 'Policies and Procedures'). Trust Guidance is accessible to staff on the Trust Intranet.

12. APPENDICES

- 12.1 For the avoidance of doubt the appendices in this policy are not to constitute part of the body of this policy.

Appendix 1 Proposal for Relocation Expenses

Appendix 2 Claim Form for Relocation Expenses

Proposal for Relocation Expenses

(up to a maximum of £8,000)

Date:	
Post Title, Band and Base:	
Describe the service need for this post:	
Describe the actions taken to fill this post:	
Describe the rationale for the Executive Team approving relocation expenses:	
<p>Approved by Executive Team (signed and dated):</p>	<p>Not Approved by Executive Team (signed and dated):</p>

CLAIM FOR RELOCATION EXPENSES

Personal Details

Name			
Address			
Telephone	Home:	Work:	

Post Title		Band / Grade	
Start Date		Full/Part Time	
Maximum basic salary of new post			

Are you currently a householder?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Details of Claim

I confirm that, in accordance with the Trusts Removal Expenses & Relocation Expenses Policy, I wish to claim the following:-

House Purchase / House Sale

- Solicitors' fees
- Estate agents' or auctioneer's fees
- Finders fees
- Stamp duty
- Land registration fees
- Survey fees
- Incidental legal expenses

Other Expenses

- Rental of temporary accommodation (while awaiting sale of own property)
- Continuing expenses on the old area (including rental of temporary accommodation where practical)
- Removal and storage of furniture - Employees must seek the best value for the removal and storage of furniture
- Purchase of new floor coverings or curtains
- Refitting or installation costs
- Telephone installation or transfer charges
- Travel expenses and subsistence in order to search for accommodation
- Travelling expenses to old area either daily or at weekends
- Travelling expenses in connection with the move
- Subsistence Allowance
- Storage costs

Please enclose all receipts in relation to the above

Declaration

I confirm that:-

- a) These expenses have been incurred by me and are not recoverable in full or part from any other source (including my spouse or partner)
- b) The house purchase is within a 35 mile radius of my base hospital or normal place of work
- c) I understand that, if I leave the Trust within two years, I will be required to repay 1/24th of the total expenses for each month outstanding and agree to this being deducted from my salary
- d) I confirm that I have sought at least 3 quotes in order to obtain value for money for the costs incurred.
- e) I understand that the submission of false information could result in disciplinary action being taken against me.
- f) Reimbursement will be on the understanding that the original receipts will be attached to my claim and sent to the Payroll Department to support the payments made.

Signature of Employee:	Date:
Manager's Name (Block Capitals)	Date:
Signature of Manager:	
Manager's Job Title:	

Authorisation by Functional Director

The above named person is entitled to claim relocation expenses in accordance with the policy laid down by Somerset Partnership NHS Foundation Trust.

I hereby authorise the relocation expenses to the agreed limit of : £

Name:

Job Title:

Signature:

Date:

Once authorised by the Divisional Head, this form should be forwarded to the Payroll Department along with Appendix 1 showing approval for payment by the Executive Team.