

Relocation Scheme



Customer Business Culture

Relocation Scheme

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Relocation Scheme

1. Eligibility

- 1.1. This scheme provides financial assistance for new employees appointed to a post with the Council if, as a result of that appointment, they are required to move their place of residence in order to satisfactorily perform the duties of the post.
- 1.2. The scheme will not apply where the journey could reasonably be undertaken without moving home. This will normally be regarded as a journey of 45 miles (72.42 kilometres) from their new place of employment or office base.
- 1.3. Similarly, employees who qualify and claim financial assistance under this scheme will normally be expected to take up residence within 45 miles of their new place of employment or office base.
- 1.4. Employees are eligible to claim reimbursement under the scheme provided that:
 - (i) their appointment to the Council is the reason for moving to the area.
 - (ii) their spouse/partner has not received a similar allowance from their employer.

2. General Conditions

- 2.1. Relocation expenses must be claimed within 18 months of the property's sale or commencement of duties. If an employee experiences difficulties in relocating within this period, exceptions can be made at the discretion of the Assistant Chief Executive.
- 2.2. An employee granted assistance for the sale of a property under the relocation scheme who leaves the services of the Council, whether notice is given by the employee or the Council, within two years of purchase of a new property shall be required to pay the amount of assistance given provided that a reduction of 1/24th of the full amount for each full calendar month of completed service shall be made.

Employees will be required to sign an undertaking to this effect. This undertaking will require repayment of a minimum of 50% of final salary towards the outstanding relocation assistance. Any remaining repayment will usually be made over a period of six months following termination of an individual's employment contract with the Council.
- 2.3. An employee who is granted assistance for rented accommodation under the relocation scheme who leaves the services of the Council, whether notice is given by the employee or the Council, within two years of taking up appointment shall be required to repay assistance under the same terms as detailed in paragraph 2.2 and will be required to sign an undertaking to this effect, including repayment arrangements as described in paragraph 2.2.
- 2.4. Employees on temporary or fixed-term contracts of less than two years' duration should not automatically expect to receive relocation expenses. Approval from the Assistant Director would need to be sought and, where granted, the same repayment terms apply.

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3. Scope of Financial Assistance

- 3.1. The scheme is designed to be as flexible as possible to enable employees to maximise their potential benefits from the scheme.
- 3.2. The financial limits for eligible employees are:
- (i) Purchase and sale of property - £5,000 plus VAT on professional fees.
 - (ii) Purchase of property only - £3,000 plus VAT on professional fees.
 - (iii) No purchase or sale (rented accommodation) - £1,500 plus VAT on professional fees.
- 3.3. Where two or more employees enter into a joint purchase and/or sale or rental then the relevant limit as specified above will apply and the employees must share the sum between them. An additional disturbance allowance of £300 will be payable on an individual basis in these circumstances.
- 3.4. Employees are entitled to claim any costs they incur as a result of their relocation provided they can provide receipted evidence that they have incurred expenditure, subject to the relevant maximum limit shown at paragraph 3.2 above.

Examples of costs which are normally associated with relocation include:

- legal expenses
- agents' fees
- temporary lodging expenses including hotel expenses
- travelling expenses associated with return home trips, search for property, etc
- storage fees for furniture
- removal expenses
- furnishings/fittings, etc.

This list is not intended to be inclusive nor exhaustive but to serve as an illustration of the scope of the scheme.

- 3.5. In cases where employees anticipate difficulties in producing receipted evidence of expenditure, for example, in relation to travelling expenses, BEFORE incurring the expenditure they should contact the HR Service Centre who will refer the matter to the Assistant Chief Executive if necessary.
- 3.6. Employees are entitled to claim any VAT that is payable on professional fees associated with relocation. The financial assistance is therefore the relevant maximum limit of the scheme (see paragraph 3.2) plus VAT payable on professional fees only.
- 3.7. All claims must be authorised by the Assistant Director.
- 3.8. Payments will be made by the BACS system directly into the bank.

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4. Removal Leave

- 4.1. Employees qualifying under this scheme will be entitled to two days of removal leave, which will be granted under the Council's Special Leave policy.

5. Enquiries

- 5.1. Enquiries about eligibility should be initially directed to the new employee's line manager, who can contact the HR Service Centre for further assistance.

6. Application

- 6.1 The employee must complete the form for Application for Repayment of Relocation Expenses (PER102) before any relocation expenses can be paid.
- 6.2 All claims must be made on a Claim for Repayment of Relocation Expenses (CBC042) form. The employee must submit the completed form to the HR Service Centre with receipts for amounts being claimed.
- 6.3 These forms must be signed by the employee and authorised by their Assistant Director.

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Appendix and Document Information

Appendix

The following policies and forms should also be read alongside this document:

Policies	Forms
Special Leave Policy	PER102 – Application for Repayment of Relocation Expenses
	CBC042 – Claim for Repayment of Relocation Expenses

The policies and forms are shown on COLIN:

- [A-Z](#) – this link will take you to the "all in one place" page which has a short summary of the HR subject, what you need to do first, useful documents and links, and related items.
- [Staff Handbook](#).

Document Information

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For more information or advice about this policy please contact the HR Service Centre on 01206 282112 or email hrrservicecentre@colchester.gov.uk.

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