

Policy for Relocation Assistance

HR 42

Additionally refer to: HR29 Time off for Special Circumstances Policy
HR58 Fraud and Corruption Policy
HR36 Disciplinary Procedure
HR07 Disciplinary Procedure for Doctors & Dentists

This Policy is currently under review. Continue to use this version until new policy is launched (expected 2024)

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Lead Director	Workforce Director
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Target audience:	Managers; New Medical & Dental staff; New Band 8 & 9 staff in hard to fill posts; existing staff who are required to move home due to organisational change

C Version Control Sheet

Document Lead/Contact:	Bridget Chambers HR Manager – Corporate Bridget.chambers@sath.nhs.uk
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Key Words	Relocation; expenses; organisational change; new starter; doctor in training;
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Version history

Version	Date	Author	Status	Comment
V1	2008	William Wraith	Final	
V2	July 2012	Bridget Chambers	DRAFT	Reformatted into new policy template; updates to sections:
V2.1	January 2013	Bridget Chambers	Final	Minor amends to words; Re -numbering sections 5 to 12 to 5 to 23; Change to policy title Section 7;
V2.2	March 2021	Nick Dowd	Final	Review date extended by 6 months in agreement with staff side.

D1 Document Template

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1 Document Statement

- 1.1 This policy sets out the Trust's approach to the payment of relocation and related expenses for key employees on recruitment. It also applies where employees are required to move their principal residence as a result of a Trust-initiated change of work base.
- 1.2 All payments made under this policy are discretionary; there is no automatic entitlement to relocation assistance from the Trust.

2 Overview

- 2.1 This policy applies to
- New medical and dental employees and new entrants in Agenda for Change Band 8a to 9 who are being recruited to hard to fill posts. Offers of assistance to new recruits in hard to fill posts in lower pay bands are subject to the prior approval of the line Management Executive team member.
 - Existing employees who are required by the Trust to move home as part of an organisational change.
- 2.2 The payment of relocation assistance to Board Directors will be determined by the Remuneration Committee at the time of appointment.
- 2.3 This policy does not apply to staff who move home for personal reasons.
- 2.4 In implementing this policy, managers must ensure that all potentially eligible people are treated fairly and within the provisions and spirit of HR01 'Equality and Diversity Policy'.

3 .DEFINITIONS

Old accommodation	The employee's principal residence prior to their relocation, with the exception of temporary accommodation when utilised during a search for new accommodation. The principal residence is that defined as such for Inland Revenue purposes.
New accommodation	The employee's residence to be used after relocation when employed in the new job.
Broadly comparable accommodation	The aim of this policy is to provide assistance with expenses incurred in a move to a broadly comparable property where there is no betterment in the move of principal residence. Examples include: <ul style="list-style-type: none">• from unfurnished rented accommodation to unfurnished rented accommodation• homeowner in 3 bedroom semi-detached home to homeowner in 3 bedroom semi-detached home• homeowner move to a smaller property.
Public Transport rates	Rates as defined by the Trust's Travel Expenses policy (HR13).

Dependants	Partner, children in full time education and other unemployed dependants who resided permanently with the employee at the old accommodation.
Hospital accommodation rates	Rates applicable to single hospital accommodation at the time.
Effective date	The date on which the employee commences employment with the Trust.
Work base	The place where the majority of time/work is spent. For employees employed on a rotational training programme between a number of NHS premises, the work base will be specified as one of these premises. It will not necessarily be the first place of work on the rotation.
Excess daily travelling expenses	Mileage at public transport rate based on the increase between the return mileage from the current main residence to the previous work base and the return mileage from that residence to the new work base.
Reasonable daily travelling time	Within 60 minutes typical travel time using the normal method of transport to work.

4 Duties

4.1 Managers

Where it is identified that Relocation Assistance is necessary to attract or retain staff, or as part of a organisational change programme, this should be discussed with the Centre/Departmental Finance Manager and agreed prior to adverts being placed. Where organisation change is the reason for use, it must be included in any change management paper confirming the budget availability.

4.2 Managers must ensure that where agreement for the Relocation Assistance has been granted that this is documented clearly on the individual's personal file with the appropriate limits stated.

4.3 Employees

It is the individual's responsibility to ensure that they are familiar with the content of this policy to prevent any misunderstandings of what they are entitled to, under this policy if it has been deemed applicable to the post they have applied for or is as a result of an organisational change.

5 ELIGIBILITY

- 5.1.1 The appointing officer will confirm eligibility for relocation assistance (and any requirement to relocate) together with the maximum Trust contribution when the job offer is made (see Appendix B).
- 5.2 Relocation assistance may be payable to facilitate recruitment to key posts:
- where an individual commences employment with the Trust on a contract of at least six months in duration e.g. doctors in training on a rotational scheme;
 - where an individual's work base is changed by the Trust during employment (e.g. through organisational change) and results in an unreasonable daily travelling time;
 - where an individual is employed on a rotational training programme as part of a normal professional training programme (e.g., doctors in training) and the contracts are at least six months in duration (please see below).
- 5.3 Relocation assistance will not be available unless the old accommodation before taking up the new post was greater than a radius of 30 miles from their new work base.
- 5.4 Relocation assistance is not payable unless there is a significant reduction in the daily travel to work distance, normally such that the new travel to work time is less than 30 minutes.

6 GENERAL CONDITIONS

- 6.1 Authority to pay removal expenses rests with the relevant Management Executive team member. The appointing officer must seek approval in principle **before** the post is advertised.
- 6.2 Where relocation assistance is authorised, expenses may be claimed where:
- the expenses are incurred by the employee in relation to their relocation **and**
 - the expenses are not recoverable from any other source (evidence may be required e.g. from a partner's employer) **and**
 - the expenses are eligible under this policy and fall into the categories listed on the Schedule of Reimbursable Expenses (Appendix A) **and**
 - the expenses are limited to the costs of broadly comparable accommodation and involve no betterment on the part of the employee.
- 6.3 Where relocation assistance is authorised, the Trust will reimburse the employee in accordance with this policy for costs incurred when moving home. The Trust will not pay invoices directly but will reimburse expenses against evidence of the payment (original documents and receipts will be required).
- 6.4 Relocation assistance is payable from the port of entry to the UK only.
- 6.5 As part of the recruitment process, it may be possible to provide hospital accommodation for an employee whilst they are searching for their own accommodation. The costs of this will be deducted from the authorised maximum Trust contribution.
- 6.6 The Trust will not reimburse the cost of bridging loans.
- 6.7 The Trust is required to inform the Inland Revenue of all relocation expenses paid to employees, who are responsible for any personal taxation liability arising from the assistance received. At present, the current maximum amount payable tax-free is £8000 providing:
- (for home owners) there is a sale of the individual's principal residence and

- (for all claimants) there is no betterment involved and the removal occurs soon after the move of job and
- the relocation is completed by the end of the tax year following that in which the individual commenced work in the new post.

Where there is betterment, any reimbursement of expenses will be adjusted as though the new property was the same as the old. All queries regarding betterment will be determined by the relevant Executive Director, in liaison with Human Resources.

Employees who require further information regarding taxation should contact Pay Services or the Inland Revenue.

- 6.8 Where relocation is aborted, either for good reason on the part of the employee or through no fault of the employee, the Trust may consider providing financial assistance to the aborted move as part of the overall relocation assistance available i.e. the maximum allowed will not be increased. In such circumstances, the employee must discuss these issues with their line Management Executive team member, who will make the final decision on this matter.
- 6.9 In exceptional circumstances where a job offer has been made and accepted and an individual wishes to complete a house purchase prior to commencement of employment with the Trust, the payment of relocation assistance may be authorised by the line Management Executive team member.
- 6.10 Other than in the case of doctors in training, the cost of approved removal expenses will be charged to the employing department's budget. For doctors in training, the budget will be held by the Human Resources Department.

7 Time Limits

- 7.1 **All** claims for relocation assistance under this Policy must be made within two years of the effective date. For fixed term posts, **all** claims must be made before the end of the fixed term contract or within two years, whichever is the earlier.
- 7.2.1 No claim for relocation assistance will be accepted or paid after the effective date of termination of an employee's employment with the Trust.

8 Time off (for the purpose of moving)

- 8.1 At the discretion of the Senior Manager/Director/Head of Service, employees who are eligible for relocation assistance and who are to move home may be granted 2 days leave (paid or unpaid) at the time of the relocation to assist with the home removal under HR29 Time off for Special Circumstances Policy.

9 RELOCATION ASSISTANCE ON COMMENCEMENT OF EMPLOYMENT

- 9.1 Where relocation assistance is to be available, this should be agreed as part of the vacancy approval process.
- 9.2 The availability of relocation assistance must be made clear in the job information available to candidates prior to application and must also be discussed – including the maximum amount – during the interview and offer stage of the recruitment process.
- 9.3 All written conditional offers of employment must contain the following paragraph:

“It is a condition of this offer that you relocate to a residence within reasonable daily travelling time of your work base, as defined within the enclosed policy HR 42 Relocation Assistance. To help you meet any associated costs, you will be eligible to receive assistance with

relocation expenses to a maximum of £(specify limit) where expenses are claimed in accordance with the policy.”

- 9.4 The maximum Trust contribution will not increase if the move of home affects more than one employee currently resident in that home. Where more than one employee would be eligible, the individuals should agree with the appointing officer as to how the expenses are to be split.
- 9.5 Where a home owner agrees to relocate for work purposes but does not intend to move their principal residence to within the above-noted area, then the employee will be regarded as moving from rented accommodation for the purposes of this policy.

10 RELOCATION ASSISTANCE ON ORGANISATIONAL CHANGE

- 10.1 Where relocation assistance is offered as part of the organisational change process, the amount to be provided must be confirmed in writing when the relocation of role is confirmed.

11 RELOCATION ASSISTANCE FOR EMPLOYEES ON ROTATIONAL TRAINING PROGRAMMES

- 11.1 Where relocation assistance is offered on recruitment to a rotational training programme, the amount to be provided must be agreed as part of the vacancy approval process.
- 11.2 The availability of relocation assistance must be made clear in the job information available to candidates prior to application and must also be discussed – included the amount to be provided – at interview.
- 11.3 Where relocation assistance is being considered, the locations of all NHS premises included in the rotation must be considered in relation to the individual’s old accommodation and their proposed new accommodation.
- 11.4 Employees relocating from hospital accommodation will be eligible for relocation expenses as a tenant.
- 11.5 In exceptional circumstances and due to the rotational nature of the training programme, subsequent changes of main residence may be considered for relocation assistance. Such requests should be addressed to the HR department.

12 TRAVEL IN LIEU OF RELOCATION

- 12.1 In certain circumstances (e.g. the needs of dependants, the location of current residence in relation to the relevant NHS premises on a rotational training programme), employees who are eligible for relocation assistance under this Policy may not wish to relocate their main residence.
- 12.2 In these circumstances, the individual may request that they be allowed to travel daily and be eligible for excess daily travelling expenses. Any such request should be made to the relevant Management Executive team member, who will decide whether the proposed daily travelling arrangements meet the needs of the service, are reasonable and are safe. It will be for the authorising manager to stipulate any time limits on this and to monitor the impact on performance. Paid time off to allow for travel time will not be allowed.
- 12.3 Any reimbursement for excess daily travelling expenses made will be in accordance with the time limits set out in Section 4 and the financial limits set out in the offer letter.
- 12.4 Once an agreement has been reached to pay excess daily travelling expenses, either the Trust or the employee may review this at any time if the journey time or distance is becoming

detrimental to the health of the employee or to the performance of the employee's duties. If relocation of home then takes place, the individual will be eligible to claim the remaining balance of the relocation expenses maximum amount granted at the time of the initial job offer.

13 MAXIMUM TRUST CONTRIBUTION

13.1

	Maximum Contribution	
Contract Duration	Owner occupier	Tenant
Up to 6 months	Nil	Nil
>6, up to 12 months	£1,000	£1,000
>12, up to 24 months	£2,000	£2,000
Permanent	£8000	£4,000

13.2 The amount to be reimbursed will be the lesser of the stipulated maximum and the total of authorised and receipted expenses.

13.3 Any request for a higher amount is subject to the prior approval of the Remuneration Committee.

14 CLAIMS PROCEDURE

14.1 No relocation expenses will be payable until a Relocation Expenses Agreement (Appendix B) is completed and a copy sent to Pay Services.

14.2 All claims must be made using the Trust's standard travel Expenses Claim form and must include positive proof that the expense has been incurred (e.g. original receipts). Claims should be sent to the relevant Manager or, for doctors in training posts, to the Director of Workforce.

14.3 It is the responsibility of the relevant Manager in 14.2 to authorise all expense claims, ensuring these comply with this policy. The Manager should note the amount(s) claimed on a spreadsheet to ensure the expenses limit is not exceeded and forward the original documentation to Pay Services. Managers or claimants requiring guidance as to what may be claimed should refer to Human Resources.

14.4 Re-imbusement in relation to relocation expenses will be made through the payroll and will be detailed on the next available payslip. In exceptional circumstances the Trust may consider making an advance, recoverable from salary. Such claims must be discussed with the relevant Management Executive team member and must include positive proof that the expense has been incurred (e.g. original receipts).

14.5 Where the prospective employee is to relocate to their new accommodation before their start of employment with the Trust, the line Executive Director may authorise early payment of

expenses, but must obtain a written agreement that the expenses will be repaid in full if the individual fails to join the Trust.

- 14.6 All claims must be made at the time expenses are incurred and within the timescales set out in Section 4.

15 REPAYMENT CONDITION

- 15.1 Any individual employed on a permanent contract of employment who leaves the employment of the Trust before they have completed two years service from the date of home relocation (i.e. the date the employee moved into their new accommodation) will be required to repay 1/24th of the total relocation assistance provided for each month short of 24.
- 15.2 Any individual employed on a fixed term contract of employment who leaves the employment of the Trust before they have completed that fixed term will be required to repay 1/Xth of the total relocation assistance provided for each month short of the contract length (where X is the length of the agreed fixed term contract in months).
- 15.3 It is the Manager's responsibility (who agreed to the payment of relocation expenses), to ensure that should the staff member leave the Trust all claims for relocation expenses cease. In very rare cases where monies may have been paid upfront to assist an employee to relocate (rather than as normal, claim by expenses form as they incur the expense), the manager must make arrangements for monies to be recovered by the Trust. In the case of very senior Managers/Directors, this responsibility will lie with the Director of Workforce.

16 RECORDS

- 16.1.1 It is the responsibility of the authorising manager to maintain a record of the payments made, to ensure that the authorised expenses limit is not exceeded and to ensure all expenses authorised are within policy.
- 16.2 The Pay Services Manager will maintain a register of all expenses paid and will coordinate the returns to the Inland Revenue.

17 Training Needs

There is no mandatory training associated with this guidance. If staff have queries about its operation, they should contact their line manager in the first instance.

18 Review process

In order that this document remains current, any of the appendices to the policy can be amended and approved during the lifetime of the document without the document strategy having to return to the ratifying committee.

19 Equality Impact Assessment (EQIA)

An Equality Impact Assessment has been carried out on this policy and it does not have any significant impact on any of the protected characteristics as defined by the Equality Act 2010

20 Process for monitoring compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring (job title)	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
<i>Expense Claims</i>	<i>Retrospective review of claims made in rolling 12 month period</i>	<i>HR Department Internal Audit</i>	<i>Annually</i>	<i>Audit Committee</i>

21 References

There are no specific references for this policy however the following may be useful for information:

HMRC website
NHS Employers

22 Associated Documentation Appendices

Appendix A Schedule of Re-imbursable Expenses

Appendix B Relocation Expenses Agreement

SCHEDULE OF REIMBURSABLE EXPENSES

	Nature of Expense (original receipts will be required for all amounts claimed)		Eligibility (based on old accommodation)	
			Owner occupier	Tenant
1.	Preliminary visits to new area and on relocation	Travel expenses at public transport rate and up to 5 nights accommodation costs at standard subsistence rates will be reimbursable in relation to the employee and their dependants whilst searching for new accommodation and supervising relocation, including travel from the old to the new accommodation.	Yes	Yes
2.	Legal & related expenses connected with house sale or purchase	The following costs are reimbursable: <ul style="list-style-type: none"> • solicitors fees • incidental legal expenses e.g. search fees • lender's charges for mortgage redemption or application • estate agents or auctioneer's fees on sale, • Energy Certificates • stamp duty on the new property • Land Registry fees • survey and associated test (e.g. drains) fees 	Yes	No
3.	Tenancy fees	Expenses associated with a tenancy agreement, excluding any non-refundable payments and any agency fees incurred.	No	Yes
4.	Removal of furniture & effects (excluding animals)	The lowest of 3 written quotations will be reimbursable in relation to the actual removal of furniture and effects, although it will be for the employee to decide which firm to use.	Yes	Yes
5.	Storage of furniture & effects (excluding animals)	Where it is necessary to store furniture and effects during relocation, charges are reimbursable until the completion of purchase/signature of tenancy agreement.	Yes	Yes
6.	Temporary Accommodation Expenses	Where an employee starts their new job before they are able to relocate to new accommodation and requires temporary accommodation for themselves and their family, accommodation costs will be reimbursable at current hospital accommodation rates	Yes	Yes

		<p>in accordance with the time limits set out below:</p> <p>For those whose contract is for less than 12 months – up to 3 months.</p> <p>For those whose contract is for 12 months or more – up to 6 months.</p>		
7.	Excess Daily Travelling Expenses	<p>For those whose contract is for less than 12 months – up to 3 months.</p> <p>For those whose contract is for 12 months or more – up to 6 months.</p>	Yes	Yes
8.	Miscellaneous Expenses	Connection of services (gas, electricity, telephone), taking down and fitting of fixtures and carpets where professional services are required.	Yes	Yes

RELOCATION EXPENSES AGREEMENT

To be completed by employee

Name:

Address of old accommodation:

In relation to my current residence, I am the: *Owner occupier/Tenant/In hospital accommodation*

If owner occupier, please state whether you intend to relocate your principal residence Yes/No

To be completed by Line Manager

Post to which employee is being appointed:

SDU/Department:

Commencement Date: Budget code of relocation assistance:

Reason for assistance: Recruitment/Trust-initiated change of work base/Rotational training scheme

Relocation assistance to a maximum of £ is authorised in accordance with the Relocation Assistance policy (HR42).

Name of Line Manager (in capitals)

Signature of Line Manager Date:

Employee Declaration

I confirm that I have read and understand the Shrewsbury & Telford Hospital NHS Trust's Relocation Assistance Policy (HR42). I confirm that the above information is accurate and that none of the expenses claimed are recoverable from any other source. I agree that if I leave the Trust, I will repay the Trust a proportion of the relocation assistance I have received as set out in Section 16 (Repayment Condition) of the policy, to be deducted from any monies due to me on the termination of my employment, or upon any mutually acceptable basis.

Signature of Employee: Date:.....**3**

Copies : Employee; Employee's personal file held by line manager; Pay Services

Equality Impact Assessment Form

Stage 1 – Initial Assessment

Managers Name	Bridget Chambers Mike Tompkiss	Centre	Human Resources Staff Side Representative
Function, Policy, Practices, Service	HR 42 Relocation Assistance To ensure appropriate procedures are in place for the reimbursement of designated relocation expenses when agreed as part of a recruitment package or when staff are required to move home by the Trust	Purpose and Outcomes – intended and differential	To ensure appropriate rules and processes are in place and that these comply with statutory requirements. The principal aim is to facilitate the recruitment of staff to fill hard to recruit to posts and to meet the requirements of the national agreements in respect of Doctors in training.
Implementation Date	(after ratification by Trust Board)	Who does it affect?	All staff who are required/need to relocate as part of their employment
Consultation Process	HR; TNCC; PAG HEC; Trust Board	Communication and awareness	Team Briefs; intranet; internet; email to managers; Staff Quarterly;

For completion of the following table please see point 7 in the guidance notes.

Equality Target Group	(a) Positive Impact	(b) Negative Impact	Reason/Comment
Men	None	None	<p>Please see section 2.3 of the policy for statement</p> <p>Other than in the case of doctors in training, the application of this policy will be limited to the recruitment of staff to hard to recruit to posts.</p> <p>The protected characteristics (under current Equality Legislation) means that the mix of applicants with the required knowledge, skills and experience in the wider community will affect the extent to which there is equal access to the benefits of this policy across all the protected characteristics listed.</p> <p>Obtaining approval in principle before recruitment is started will remove some potential barriers to equal treatment.</p>
Women	None	None	
Transgender	None	None	
Black/Black British	None	None	
Asian/Asian British	None	None	
Chinese	None	None	
White (including Irish)	None	None	
Other racial/ethnic group (please specify)	None	None	
Mixed race	None	None	
Disabled	None	None	
Gay/Lesbian/Bi-sexual	None	None	
Younger People (17-25) and children	None	None	
Older People (50+)	None	None	
Faith groups (please specify)	None	None	

Following completion of the Stage 1 assessment, is Stage 2 (Full Assessment) necessary? **No**

Date Completed: . January 2013. . Signed by Manager: Bridget Chambers HR Manager

Mike Tompkiss Staff Side Representative:

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