

RELOCATION EXPENSES SCHEME

Introduction and Aim

This scheme aims to aid with the relocation and associated expenses for 'hard to fill' or 'critical' posts. This document contains forms for claiming relocation and associated expenses and outlines the process and eligible expenses that can be reclaimed.

Linked Policies, Procedures and Written Control Documents

[Recruitment and Selection Policy](#)

Scope

This policy is applicable to all staff, except medical and dental staff registered with the GMC and GDC.

Equality and Health Impact Assessment

Not applicable.

Approved by

Senior Leadership Group

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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Corporate Governance](#).

Summary of reviews/amendments				
Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
1.0	N/A			<ul style="list-style-type: none"> • Complete remodel of original Velindre policy Black 44
2.0	05/03/2018	03/10/2018	26/10/2018	<ul style="list-style-type: none"> • Changed all instances of 'removal expenses' to 'relocation expenses' • Reformatted forms in appendix • Removed unnecessary authorisation levels • Included additional eligibility information around new and existing employees

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1 Introduction

This scheme sets out Public Health Wales' provisions regarding relocation and related removals costs. Relocation assistance may be given to help with specific expenses incurred when an eligible employee relocates as a result of his/her employment; this may take place either on commencing employment with Public Health Wales or during employment.

Public Health Wales will ensure that it balances the needs of the individual with those of the organisation when determining the level of support it gives in the relocation of employees. All eligible staff will be treated equitably when applying the criteria and procedure.

2 Scheme aims and objectives

The scheme is based on NHS and Human Resources best practice and the HMRC guidance on benefits and expenses paid to employees in connection to a change in their main residence. It is intended to ensure that value for money is maintained and all staff are treated fairly when decisions on relocation expenses are made.

The scheme sets out Public Health Wales' approach in dealing with requests for assistance with relocation expenses in order to take up appointments with the organisation.

It also specifies the allowances that may be payable to all new, permanent staff, for whom the Medical and Dental Terms and Conditions or NHS Terms and Conditions of Service Handbook (Agenda for Change) apply. This scheme excludes medical and dental staff on approved rotational training schemes, who are covered by separate provisions, namely the All Wales Relocation Scheme for Doctors and Dentists in Training.

Payment of relocation expenses must be reasonable and accrue a clear benefit to Public Health Wales. The Chief Executive will be the final arbiter where there is any disagreement about the application of this scheme and its terms.

3 Scope

This scheme applies to eligible staff appointed to or employed by Public Health Wales who meet the eligibility criteria, with the exception of Medical and Dental staff in recognised rotational training schemes, who are covered by the All Wales Relocation Scheme for Doctors and Dentists in Training.

Relocation assistance is discretionary; it is not a contractual entitlement and Public Health Wales reserves the right to withdraw it at any time.

4 Roles and responsibilities

The relevant responsibilities are detailed in each part of the scheme and accompanying procedures.

5 Procedure

5.1 Eligibility

This scheme applies to those applicants/employees appointed following a national advertisement, and where the individual has to relocate to a new work base which is more than 50 miles away from the applicant's/employee's current living address. This scheme does not apply to Medical and Dental staff in recognised rotational training schemes who are covered by the All Wales Relocation Scheme for Doctors and Dentists in Training.

5.1.1 Newly Appointed Staff Eligibility

All prospective staff may be eligible for relocation expenses in the case of a post being considered as 'critical' or 'hard to fill'. For such vacancies, the manager should advertise the potential of applicants utilising this Relocation Expenses Scheme and it should be highlighted that the successful applicant should discuss their intent to apply at interview or on receipt of the conditional offer of employment.

5.1.2 Existing Staff Eligibility

All existing staff may be eligible for relocation expenses in the event that they are required to move their work base as a result of organisational change or are intending to undertake a new post which is considered as 'critical' or 'hard to fill'. If staff wish to be considered for reimbursement of expenses following organisational change, the employee should discuss their plans with their manager and should not enter into any binding arrangements without first obtaining written confirmation that their proposed move is considered necessary, reasonable and represents value for money.

5.1.3 Applying for relocation expenses

If an applicant/employee is eligible to apply for relocation expenses, they should be informed on appointment, and must complete a statement of intent (included in **Appendix 3.2**) within three months of taking up

appointment. This requires them to confirm that they will continue in the employment of Public Health Wales for a period of **TWO YEARS**. An application for assistance towards relocation expenses and associated allowances form (**Appendix 3.1**), including statement of intent section (**Appendix 3.2**) should be completed and forwarded to the relevant Manager. The procedure for completing this form is laid out in **Appendix 2**.

If the employee leaves Public Health Wales voluntarily within 2 years of commencement, then the expenses paid will be recovered as follows:-

Period of service	Amount of Relocation Expenses to be paid
Less than 6 months	100%
6 – 12 months	75%
12 – 24 months	50%

If an employee completes an application for assistance towards relocation expenses and associated allowances form, a statement of intent confirming their intention to relocate to the new area, and receives payment under the terms of this scheme, but subsequently fails to relocate within a period of two years, they will be required to repay **all** expenses.

Public Health Wales may, in certain circumstances, offer assistance to staff to live in the area on a temporary basis. However, if the employee does relocate to the area the amount paid will be offset against their allocated relocation expenses.

Assistance may be offered to permanent members of staff who do not have a property to sell; assistance may include actual cost of removal of personal belongings, help with temporary accommodation and storage costs.

This financial assistance would be up to a maximum amount of £1,800, and excludes:

- rent
- lease costs
- estate agents fees
- tenancy costs

- solicitors fees
- telephone installation
- excess rent and lease termination costs.

Relocation expenses are judged on a case-by-case basis and each employee's situation and circumstances will be unique. Public Health Wales therefore retains discretion to tailor the relocation package to suit the particular circumstances and needs of each employee. However, Public Health Wales will always act fairly and in a non-discriminatory manner.

When deciding whether or not an application for relocation expenses is approved or rejected, the Appointing Manager should use the form in **Appendix 3.3**. For any approved applications, claims made for reimbursement of relocation expenses must be submitted on the Reimbursement of Agreed Relocation Costs – Claim Form (**Appendix 4**).

5.2 Elements of Relocation Expenses and Associated Provisions – Allowable

Expense Type

- Preliminary visit expenses
- Continuing commitments allowance
- Cost of travel from old to new home
- Search for Accommodation allowance (Subsistence)
- Return home at weekends – travelling expenses
- Miscellaneous expenses – maximum payable £2,000
- Excess daily travelling expenses
- Land Registry fees – where applicable
- Survey fees – where applicable
- Stamp Duty – where applicable
- Electrical and drains testing fees
- Legal fees on purchase and sales
- Estate agency fees
- House contents removal costs
- Storage of furniture costs

Please note that certain restrictions apply in respect of some of these items.

5.2.1 Elements of Relocation Expenses and Associated Provisions – Not Allowable

- Bridging loan finance
- House loans
- Advance of salary

The above items are NOT part of the provisions that are allowable and prospective employees/applicants should be aware of this.

5.2.2 Rules and Specific Comments that Apply in Respect of the Eligibility to Relocation Expenses and Associated Provisions and their Reimbursements

- All expenditure incurred (except car mileage) **must** be substantiated by the production of receipted accounts.
- The employee must be a permanent employee of Public Health Wales. Casual, bank and fixed term employees with contracts of less than two years are not eligible.
- This document refers to **all** of the expenses that will be met – no other expenses will be payable.
- There is an overall limit on the amount of expenses payable (see **Appendix 1** for the applicable limits).
- Expenses will be reimbursed on the property only once. If the employee's spouse or partner is relocating to this area and receiving expenses from their employer, then the expenses will be reduced to take account of this.
- Where expenses are being reimbursed in full by another employer, no expenses will be paid by Public Health Wales, who should be informed if this situation is applicable must be declared on the relocation application form. Incorrect disclosure will result in disciplinary action and provision of any relevant information to NHS Counter Fraud.
- If a couple are both joining Public Health Wales, only one spouse/partner will be eligible to claim relocation expenses.
- In order to qualify for income tax relief, relocation expenses must normally be incurred, or the benefits provided, before the end of the year of assessment following the one in which the employee starts the new job.

- Some expenses may be subject to income tax. Employees should acquaint themselves with the current HMRC Revenue rules as Public Health Wales is legally obliged to report any taxable expenses payments to the member of staff and HMRC on the relevant P11D return.
- The payment of continuing commitment allowances and search for accommodation allowances are subject to certain criteria which should be discussed with an HRM/SHRM in appropriate circumstances.
- Public Health Wales will reimburse expenses on the basis that the accommodation being purchased or rented is comparable with their old accommodation and if not, expenses will be restricted as set out in **Appendix 1**.

NOTE: Any excess travelling expenses will be paid at the public transport rate except where a lease car is being used, in which case the lesser rate will be paid.

5.3 Queries

Should you have any queries about this scheme and/or your entitlements, please contact the relevant Recruiting Manager. Please note that contact should be made prior to making any arrangements in respect of relocation expenses.

6.0 Monitoring compliance

The People team will oversee and be authorisers for any applications that are submitted via this process. This process will be reviewed/updated on an adhoc basis based on feedback and changes within the internal/external environment and is subject to review after a period of three years.

Appendix 1

RELOCATION EXPENSES AND ASSOCIATED PROVISIONS - LIMITS

The limit that will apply to all staff in respect of total expenses payable for relocation costs and associated provisions is 20% of salary or £8,000 whichever is the least.

The allowable expenses indicated under paragraph 4 specify the components that may be payable, but reimbursement of the aggregate expenses comprising all the elements specified will not exceed the above amount without the prior approval of the Chief Executive. Approval will only be granted in exceptional circumstances.

Standard of Accommodation

If there has been a demonstrable improvement in the standard of accommodation the expenses reimbursed will be related to a "notional" purchase price or rent determined by reference to an independent valuation e.g.

Existing Accommodation: Detached, 3 bedrooms, single garage, garden front and rear

Proposed accommodation: Detached, 4 Bedroom, double garage, large garden

Because the proposed property is a betterment, Public Health Wales will use local Estate Agents (or the local Valuation Office) to determine the notional value of a property of similar to the existing accommodation, within the new area. Expenses such as stamp duty will be reimbursed to the notional value of a property of similar standard to the existing property but in the new area (within overall limits).

Where the previous property has been rented and the employee opts to purchase a property in the new area, expenses will only be reimbursed to a level as if the employee were moving to a rented property in the new location.

Appendix 2

APPLICATION PROCEDURE FOR ASSISTANCE TOWARDS RELOCATION EXPENSES AND ASSOCIATED ALLOWANCES

- 1) Applicants should familiarise themselves with the limits outlined in **Appendix 1**.
- 2) The completed application form (**Appendix 3.1**), including statement of intent, (**Appendix 3.2**) should be emailed to the [HR Team Manager](#) on completion by the applicant and relevant manager.
- 3) The applicant will be notified by the line manager whether the application has been successful or not, and if successful, how much may be claimed.
- 4) All further required quotations/receipts must be provided to [Ian Taylor, Head of Financial Services and Control](#).

Appendix 3.1

Name	
Current Home Address	
Intent of relocation to	
Post appointed to	
Date of commencement to new post	

Please outline below the details of your relocation plan

(If you are a home owner you should attached details of the property which you must dispose of and the property you intend to purchase / or the area you intend to relocate to. Those in rental accommodation should indicate the expenses they are likely to incur if they relocate to a new area and details of the area they indent to relocate to. Rental costs will only be paid in the event of having to sell a property and therefore incur additional costs. You should refer to the scheme's schedule which sets out "Allowable Items" when compiling your plan.)

If you are moving from a rented accommodation and are claiming the costs of your belongings to be removed, please attach three estimates. You will be advised which one has been accepted by Public Health Wales and if you incur the cost before approval, the amount you will be able to claim is the amount deemed appropriate by the organisation, even if this is less than you have paid.

APPENDIX 3.2

DECLARATION OF STATEMENT OF INTENT

I declare that as a successful candidate for the post of: (insert post below)

.....

I will be applying for relocation and associated expenses, and it is my intention to:

- (a) Remain within the employment of Public Health Wales for a continuous period of at least two years

AND

- (b) Relocate my home to the new area within a period of six months from the date of commencement in my new post.*

In the event of my leaving the employment of Public Health Wales within two years of commencement in my new post, I agree to repay removal expenses in accordance with the table below:

Period of service	Amount of Relocation Expenses to be paid
Less than 6 months	100%
6 – 12 months	75%
12 – 24 months	50%

If I do not relocate my home to the new area within six months from the date of commencement in my new post, I agree that I will be liable to repay all expenses paid. I further understand that should I not comply with the above, Public Health Wales reserves the right to deduct any monies owed to me out of my final/termination payments. For any outstanding balance; I will agree to repay Public Health Wales within seven days of request.

I certify that neither I nor any member of my family has claimed or will claim or receive reimbursement of these expenses from any other source. *This does not apply to Doctors and Dentist in the training grades – please see All Wales Relocation Scheme for Doctors and Dentists in Training.

Name	
Signature	
Date	

APPENDIX 3.3**RELOCATION EXPENSES APPROVAL FORM****For Official use only by the Appointing Manager**

Evidence of critical or hard to fill post from recruiting manager:

This application has been approved / rejected by (Appointing Manager):

Name

Signature

Job Title

Date

For Official use only (People & OD)**This application has been approved / rejected by (People & OD):**

Name

Signature

Job Title

Date

Application Approved

Amount Approved

Further details

Application Rejected

Details

APPENDIX 4**REIMBURSEMENT OF AGREED RELOCATION COSTS – CLAIM FORM**

Please complete all details and attach copies of your invoices / receipts. Failure to do so will result in the rejection of this claim and delay payment. Please refer to the Relocation Expenses Scheme for details of what may or may not be claimed.

Claimants Name	
Job Title	
Payroll Number	

Details of Relocation	
Date of move	
From (address)	
To (address)	

Description of Expenditure	Amount claimed	Invoice/Receipt attached
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
Total claimed	£	

NB All further required quotations/receipts not accompanied with this form must be provided to [Ian Taylor, Head of Financial Services and Control.](#)