

## Relocation and Removal Expenses Policy

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## **1. Introduction**

The aim of NES's Relocation and Removal Expenses Policy is to facilitate the recruitment and retention of staff. It clarifies for the employee the financial support that NES will contribute, provided the NES criteria is met, in order to assist with removal. This Policy will not be applicable to every colleague who chooses to relocate. However, if an employee requires to move house at the request of NES, or it is agreed that NES will pay for relocation at the point of recruitment, then the employee should suffer a minimum of additional expense.

It will also enable NES to budget for and control the cost of relocation and removal expenses for new or existing staff in normal circumstances where it is impractical to commute on a daily basis on appointment to a new job within NES. This is normally considered to be out with an average 1 hour's travel time at peak periods by the usual means of transport.

## **2. Policy Statement**

Provided the NES criteria are met then it will pay reasonable relocation and removal expenses as set out in the outlined scheme.

The policy will apply equally to employees irrespective of their staff group, sex, marital status, race, disability, age, sexual orientation, language or social origin or other attributes including beliefs or opinions such as religious beliefs or political opinions. The policy is aimed predominately at categories of staff who provide a specialist role for NES and where recruitment is sought by advertising across the UK e.g. in specialist journals to attract candidates from the national recruitment market.

This Policy does not apply to medical Doctors in Training or NHS Graduate Management Trainees, for whom separate conditions apply. If you are a Doctor in Training the medical terms and conditions will apply - circular PCS(GPR)2011/1 will apply when in general practice placements and PCS(DD)2010/8 will apply when in hospital placements. In the hospital circular, where the terms refer to local policy for relocation, NES will follow the guidance in the GP circular for trainees in hospital placements. Public Health trainees under agenda for change terms and conditions will follow this policy.

Offers of relocation and removal expenses will be valid for 12 months from the date of commencement of employment. All expenses claimed must be within the terms of the offer and made prior to the expiry of the offer. An extension may be available with the express permission of the Directors of Finance and Workforce.

The financial limits will be reviewed at regular intervals by the Finance department of NES.

## **3. Procedure**

All costs of relocation and removal for new and existing eligible employees will be met from the budget of the employee's department. The Finance Department of NES will be responsible for maintaining individual records for each eligible employee, and applications for assistance under the terms of the scheme must be sanctioned in advance by the Directors of Finance and Workforce (Appendix E), at the point of offer of employment, by the HR Operations Team. Appendix B further details the process to be followed.

### **Conditions of Eligibility**

Following consideration of the contract status and length of contract of employment, prospective or existing employees may be eligible for removal expenses if:

- removal is considered by NES to be a necessary requirement where an employee is being promoted or transferred or it is otherwise considered to be in the best interest of NES.
- the employee meets the requirements of the policy.
- removal should be completed within a maximum of twelve months after the employee has taken up their new appointment. An extension may be possible with the express permission of the Director's of Finance and Workforce.
- prior written approval for the removal has been obtained, in line with the conditions above, from the Director's of Finance and Workforce before **any** expenses are incurred (Appendix E).
- the new home will normally be within a 1 hour's travel time, at peak periods, by the usual means of transport.
- the existing home will (on commencement in new position) be out with a 1 hour's travel time, at peak periods, by the usual means of transport.
- the employee's existing home is sold and is **not being rented out to the financial gain of the employee.**

### **Benefits relating to Homeowners**

NES will meet any reasonable cost incurred as a result of removal, subject to an overall maximum of £8,000 including VAT or 15% of gross annual salary on appointment, pro rata to hours worked, whichever is the smaller amount, and may include items listed in Appendix A. This amount is in accordance with the NHS National PIN. Please note that Appendix D must be completed and returned to the HR department at the earliest opportunity.

Where the employee finds themselves with a gap between leaving the current home and moving into the new one the cost of renting temporary accommodation may be claimed as part or the entire overall maximum of £8000, as above. Other circumstances may be considered, with the express approval of the Chief Executive and Director's of Finance and Workforce

In exceptional circumstances amounts in excess of these limits may be considered, however, additional payments will require the approval of the Chief Executive and

Director's of Finance and Workforce. Any additional payments will be subject to taxation under normal PAYE regulations.

#### **4. General Conditions**

Three competitive quotations must support claims for removal expenses and wherever possible other claimable items. The lowest estimate will normally be paid by NES. These must be completed and submitted to the HR department at the earliest opportunity.

The present house must be outwith the usual 'travel to work area'. As a guide, this is normally taken to be out with an average of one hours travelling time (at peak times) by the employee's normal means of transport from the existing home, however, NES reserves the right to determine this in any individual case according to the particular travel facilities available between the NES place of work and existing home location.

If an employee leaves NES employment within 24 months of the date of appointment, then NES retains the right to reclaim that proportion of the removal and associated expenses appropriate to the part of the 24 months period remaining unexpired, as detailed in Appendix F. Outstanding sums will be repaid before the employee's last day of employment and the employee will sign an authorisation to enable NES to offset any final payment of salary, holiday pay, or other outstanding monies, against the sum owed.

It is the individual's responsibility to co-ordinate all aspects of the removal.

Employees are required to declare at the outset if a partner or other member of their household is eligible to claim relocation expenses from another employer/source (or same employer) in respect of the same move. No payment will be made by NES for any expense that is being claimed from another employer/source. All efforts will be made to reach agreement on the level of assistance offered but the Director of Workforce has discretion to modify the package as considered appropriate in the circumstances.

#### **5. Invoices and Receipt Payments**

Major expenses such as legal, estate agent's fees and removal costs should be invoiced direct to NES to allow for the recovery of VAT, whilst other smaller items may be reimbursed on the production of valid receipts. Receipts must include the VAT element and the VAT registration number where VAT applies.

Payments will only be made on receipt of satisfactory supporting documentation for all agreed costs, including a completed Appendix E. Employees should ensure that invoices are made payable to **NHS Education for Scotland**, where appropriate in

order that VAT may be reclaimed by NES, and that payments made by the employee are supported by appropriate receipts when claiming reimbursement from NES. Claims for any payments agreed must be submitted within one year from the employee's start date although the Chief Executive will have discretion to vary the period of this time limit in very exceptional circumstances, however, Inland Revenue guidelines will apply.

## **6. Review of Policy**

This policy will be reviewed, in partnership, by NES every 3 years to ensure that it remains fit for purpose and to enable NES to demonstrate adherence to National guidelines.

## **APPENDIX A**

# **NHS Education for Scotland**

### **Relocation and Removal Expenses Benefits for Homeowners**

Reasonable costs to an overall maximum of £8,000 including VAT, or 15% of gross annual salary on appointment, pro rata to hours worked, whichever is the smaller amount may be paid to offset the cost incurred in removal. These may include:

- Legal Fees incurred by the sale of existing property and the purchase of new property (including stamp duty if applicable),
- Estate agent's fees for the sale of the existing property (including advertising costs),
- Cost of a survey carried out on behalf of the Bank/ Building Society,
- Removal of furniture and effects from the old to the new home, including insurance in transit,
- Storage costs for furniture and personal effects for up to a maximum period of 6 months,
- Any travel and subsistence costs incurred between the sale and / or purchase of accommodation and the take up of the post.
- Temporary accommodation costs if incurred between the sale of one property and the purchase of the new property for a period of up to six months,
- Bridging loan interest charges (net after income tax relief where available) where the bridging loan does not exceed the estimated selling price of the old property. This will be paid for up to six months.

In exceptional circumstances amounts in excess of these limits may be considered, however, additional payments will require the approval of the Chief Executive.

### **Other Benefits**

Reasonable expenses for continuing financial obligations in the old area will be met for incidental expenses such as for example:

- Charges for disconnection and connection of utilities,
- Unexpired season tickets (subject to PAYE regulations),
- Redirection of mail and other expenses necessarily incurred by the employee as a result of the removal (subject to PAYE regulations).



## APPENDIX B

### Process Map Removal & Relocation Expenses Policy



**APPENDIX C**  
**NHS Education for Scotland**



**Removal and Associated Expenses benefits for homeowners.**

Reasonable costs to an overall maximum of £8,000 including VAT, or 15% of gross annual salary on appointment, pro rata to hours worked, whichever is the smaller amount may be paid to offset the cost incurred in removal.

Name \_\_\_\_\_ Salary \_\_\_\_\_ Total Claimable \_\_\_\_\_

Job Title \_\_\_\_\_ Region \_\_\_\_\_

Claimable Items *	Claimed		Cost Incl. VAT
	Yes	No	
Legal Fees incurred by the sale of existing property and the purchase of new property (including stamp duty if applicable).			
Estate agent's fees for the sale of the existing property (including advertising costs).			
Cost of a survey carried out on behalf the Bank/ Building Society.			
Removal of furniture and effects from the old to the new home, including insurance in transit			
Storage costs for furniture and personal effects for up to a maximum period of 6 months.			
Any travel and subsistence costs incurred between the sale and / or purchase of accommodation and the take up of the post.			
Temporary accommodation costs if incurred between the sale of one property and the purchase of the new property for a period of up to six months.			
Bridging loan interest charges (net after income tax relief where available) where the bridging loan does not exceed the estimated selling price of the old property. This will be paid for up to six months.			
Charges for disconnection and connection of utilities.			
Unexpired season tickets.			
Redirection of mail and other expenses necessarily incurred by the employee as a result of the removal.			
Total Paid			

\* Where more than one expense is listed under a category, each item must be listed separately and details attached to this form.

The originals of all receipts/ invoices must be retained by NES.

**APPENDIX D**

**NHS Education for Scotland**

DECLARATION:

I \_\_\_\_\_ hereby declare that no other member of my household is eligible to claim relocation and removal expenses from another employer / source (or the same employer) in respect of this move.

UNDERTAKING:

I \_\_\_\_\_ hereby undertake to repay to NES all or part of the costs and allowances paid to me in respect of this removal should I leave the employment of NES within 24 months of the date of taking up the post of \_\_\_\_\_ . I understand that in such circumstances repayment will be calculated on a pro rata basis equal to the unexpired portion of the 24 month period (as per Appendix F)

You are required to indicate your acceptance of this agreement and its terms by signing below and returning this document to the Director of Workforce. A further copy is enclosed for your retention.

It should be noted that no payment can be made to you until this agreement has been signed and returned.

I hereby accept the terms of this agreement.

Signed \_\_\_\_\_  
Name \_\_\_\_\_  
Post \_\_\_\_\_  
Date \_\_\_\_\_

**APPENDIX E**

**NHS Education for Scotland**

**Approval for Relocation and Removal Expenses between NES and.**

_____	Name of employee
_____	Post
_____	Date of Appointment

NES agrees to consider your application for Relocation & Removal expenses as outlined in the NES Relocation and Removal Expenses Policy, in conjunction with your recent offer of employment.

From: Existing address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To: a new permanent address which will normally be within an average of one hours travelling time (at peak times) by the employee's normal means of transport from the existing home

\_\_\_\_\_ (complete if known)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cont./...**

Signature _____	Director of Finance
Signature _____	Director of Workforce
Signature _____	Employee
Signature _____	Budget Holder

**\* On completion this form must be returned to the Director of Workforce. \***

**Justification of Budget Holder**

Please record here the rationale behind the decision made

## APPENDIX F

### Proportion of Relocation Expenses Due To Be Paid If Employee Leaves Within 2 Years

<b>Number of Months Served</b>	<b>Proportion of Expenses Due To Be Refunded</b>
1	23/24 <sup>th</sup>
2	22/24 <sup>th</sup>
3	21/24 <sup>th</sup>
4	20/24 <sup>th</sup>
5	19/24 <sup>th</sup>
6	18/24 <sup>th</sup>
7	17/24 <sup>th</sup>
8	16/24 <sup>th</sup>
9	15/24 <sup>th</sup>
10	14/24 <sup>th</sup>
11	13/24 <sup>th</sup>
12	12/24 <sup>th</sup>
13	11/24 <sup>th</sup>
14	10/24 <sup>th</sup>
15	9/24 <sup>th</sup>
16	8/24 <sup>th</sup>
17	7/24 <sup>th</sup>
18	6/24 <sup>th</sup>
19	5/24 <sup>th</sup>
20	4/24 <sup>th</sup>
21	3/24 <sup>th</sup>
22	2/24 <sup>th</sup>
23	1/24 <sup>th</sup>
24	Nil