



RELOCATION POLICY

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1. SCOPE

This policy applies to newly appointed employees that are selling their former property and purchasing a new property. This policy does not apply to School based employees.

2. ELIGIBILITY

Employees taking up employment with Central Bedfordshire Council may be eligible for assistance with the cost of relocation, on the following basis:

- The relocation must be necessary and the relevant Director should consider that relocation would be in the best interests of the Authority in enabling the employee to effectively take up their new post.
- The current residence must be 35 miles or more from the employee's new place of work.
- The new property must be within the borders of Central Bedfordshire and cannot, for example, be in Bedford or Luton.
- The employee must be selling a property and purchasing another property. Employees will not be entitled to assistance if they are moving from or/and to rented accommodation.

Relocation expenses will only be paid upon supply of original receipts.

Eligibility for relocation expenses will be established during the recruitment process, and will be incorporated in the 'offer of employment' letter.

3. RELOCATION EXPENSES

- Up to a maximum of £8,000 for relocation expenses are available under this policy which can be claimed against the categories set out below. Some categories also have their own maximum amount that can be claimed. This amount is inclusive of all VAT costs.
- Relocation expenses are paid by the Service Area, subject to the agreement of the budget manager.
- An employee who is uncertain whether a claim against this allowance is valid should seek clarification/approval with Human Resources before proceeding.

All, or some, of the following conditions/benefits might apply; provided payments are made in accordance with the Inland Revenue criteria and subject to the maximum of £8,000 outlined above.

Current tax exemption limits mean the payment would not be taxable. Further guidance on income tax and national insurance contributions on relocation can be found on the Inland Revenue website at www.hmrc.gov.uk.

a) Removal Expenses

The full cost of the transportation of furniture, personal effects etc will be met. If necessary, this will include up to 3 months' storage costs if completion of sale and purchase of properties cannot be completed concurrently.

Two estimates should be obtained and submitted to Human Resources for consideration; it will normally be expected that the lower estimate will be authorised.

b) Legal and Estate Agent Fees

Both will be met in full, for the purchase of the new home and sale of the current home.

c) Lodging Allowance / Journeys home prior to move

An agreed temporary Lodging Allowance – which reflects the local market rates will be paid for an initial 6 month period from the date of taking up the new appointment, or until the new employee changes properties, whichever is the sooner. This allowance will be up to a limit of £2,500 and deducted from the total Relocation Allowance agreed from the outset.

Documentation that your house is on the market for sale (such as Estate Agents agreement) will be required to be provided prior to any lodging allowance being payable.

A fortnightly second class return rail fare will be paid to enable employees to return to their current property, prior to its sale, for personal and maintenance reasons.

If the new employee has not been able to finalise the house sale/purchase within the first 6 months of appointment, a request for an extension of 3 months can be put to the relevant Director.

A further, final, extension of 3 months will also be considered. This should be submitted to the Director of Improvement and Corporate Services for consideration.

There will be no further assistance beyond this point.

d) Disturbance Allowance

An allowance, of up to one month's basic gross salary on day of appointment, is available within the relocation package, to a maximum of £2,500.

Claims are only allowable where it can be demonstrated that the items purchased within this category are necessary to replace goods in the 'old home' which are unavailable/unsuitable for the 'new home' (e.g. carpets, curtains and cookers)

All purchases will only be refunded against a suitable receipted invoice.

4. HOW TO CLAIM

Claims should be made on the form headed 'Removals Assistance Claim Form'. Claim forms should be returned to Human Resources, with appropriate receipts and estimates when complete.

When to Claim

Claims under the Lodging Allowance / Journeys home prior to move should be submitted monthly.

All other claims may be made as expenses are incurred, or as a lump sum on completion of the move.

Claims should be completed within 18 months of taking up appointment, unless special circumstances are agreed with the relevant Director before the completion of that period.

5. REPAYMENT OF ALLOWANCES

If an employee leaves the service of the Council (for reasons other than redundancy) within 2 years of the date of the final claim, the above allowances are repayable in full.

After 2 years, half the allowances will be repayable; the balance is subsequently reduced by one-twelfth for each additional completed month of service.

Following 3 years, no relocation expenses are repayable to the Council.

Any relocation expenses repaid will return to the Service Area.



RELOCATION AGREEMENT

Name	
Job Title	
Start Date	
SAP No	
Directorate and Team	

I have read and understand the attached Relocation Policy for Central Bedfordshire Council including the information regarding the payment of removal expenses/legal and estate agents fees/lodging allowances and travelling expenses claimed whilst selling a former property and purchasing a new property following my appointment to the Council.

I hereby agree and undertake to repay such payments in full that are advanced to me under the Relocation Policy if I leave the service of the Council (for reasons other than redundancy) within 2 years of the date of the final claim. If I leave the Council following 2 years from the date of the final claim I agree and undertake to pay half the allowances that are advanced to me and agree that this balance be reduced by one-twelfth for each additional completed month of service.

I agree that any repayments may be deducted from my final salary.

Upon making my final claim I will confirm to the HR Services Operations Manager that no more claims will be submitted.

Employee Signature	
Date	
Budget Manager Signature	
Date	
Costcode	

Please scan and send the form to HR_Records@centralbedfordshire.gov.uk