Introduction

The purpose of this Scheme is to provide assistance to people moving home in order to be within a reasonable travelling distance of a new place of work following their appointment with the Council.

The scheme applies to newly appointed employees (internal / external) who have declared, as a result of their appointment, their intention to relocate their current residence on a permanent basis in order to be within a reasonable daily travelling distance of their new place of work. Applicants will be expected to commence their move within 6 months of their appointment.

Scheme Details

If eligible, an applicant may claim up to £8000 for qualifying expenses without incurring any tax or National Insurance liability (in line with the threshold set by HM Revenue & Customs (HMRC)).

Qualifying expenses will fall into one of the following categories:

- Sale of old residence
- Purchase of new residence
- Removal of belongings to new residence (to include intermediate storage where necessary)
- Travel / lodging / renting expenses (prior to relocation)
- Replacement of fixed fixtures and fittings

In exceptional circumstances, the Corporate Director, Environment & Community Services (Chief Executive for Corporate Director applications) and Senior Manager, People Management may authorise assistance in excess of £8000, however payments in excess of this will be subject to Tax and NI.

Quotations must be provided as required and receipts / evidence of expenditure (e.g. fuel receipts, paid invoice, rent book entry etc.) must be provided at the time of the claim.

Claims will be processed by the Service Centre and payments will be made via Payroll.

Applicants must not make a net financial gain from any assistance provided under this Scheme.
Applicants may be required to repay all or some of any financial assistance granted if they do not commence their move within 6 months of appointment or do not relocate or if they leave the organisation within 2 years of commencing the claim.

Disciplinary action may be taken against anyone who receives assistance under this scheme but who does not intend to comply with its terms.

**Responsibilities**

**Applicant**
- Indicate their intention to relocate and apply for assistance at the time of appointment (or as soon as practicably possible);
- Commence their move within 6 months of appointment where possible (see note below);
- Provide relevant quotes where required;
- Ensure claims under the Relocation Scheme do not exceed HMRC cap (£8000);
- Must agree to repayment in line with the agreement.

**Recruiting Manager**
- Ensure that the eligibility criteria (set out below) are met before indicating to the applicant that they are eligible.
- Ensure the Claim Form is fully completed by the individual and authorisation is by their signature;
- Ensure all claims are accurate and supported by relevant receipts prior to their authorisation and submission for payment;
- Monitor spend in line with approved application and in line with HMRC cap (£8000).

Should further clarification be required in relation to the consultation and / or implementation process please contact People Management.

**Guidance for Applicants**

To be **eligible**, you must:

- Normally live more than 30 miles from your new place of work,
- intend to relocate your home on a permanent basis in order to be within a reasonable daily travelling distance of your new place of work,
- have stated your intention to apply for Relocation Assistance on the offer of a new post, or as soon as practicable afterwards,
- Not make any claims until you have been informed by your manager that you meet the eligibility criteria and that your application has been approved,
- and:
  - if involved in the sale of a property, you must dispose of your home within a reasonable period;
  - if purchasing a new home, you must do so within a reasonable period; it must bring you closer to your new place of work than your current home and normally be at least 15 miles from your current home; it must be within reasonable daily travelling distance of your new workplace.
  - commence your move within 6 months of your appointment and keep your line manager informed of progress. Your line manager will determine the reasonableness of the timescales.
Tax and NI Liability

There is no tax and NI liability provided:

- you move house as a consequence of your appointment, and
- payments do not exceed the HMRC threshold (£8,000), and
- all the allowances are paid before the end of the tax year following the year you start your new job.

Any payments made, which are not in accordance with the above are subject to tax and NI. Such payments will be recorded and notified to HMRC.

Qualifying Expenses:

1. Lodging / Rental Expenses / Travel

   Whilst you necessarily maintain a home elsewhere, you may claim:

   Either:
   - Reimbursement of lodging / rental expenses and re-imbursement of one return journey to your former home per week (at leased car mileage rate);
   Or:
   - Daily travel allowance (at leased car mileage rate).

2. Removal of Furniture & Effects

   Reimbursement of expenses, including insurance, will be based on the lowest of 2 competitive quotations. One quote is to be from a locally-based provider where possible.

   If you are living abroad, costs will be reimbursed from the UK mainland point of entry.

3. Storage

   Where necessarily incurred, storage costs will be reimbursed; based on the lowest of 2 competitive quotations.

4. Legal & Other Professional Fees

   Fees necessarily arising out of the sale and / or purchase of a house will be reimbursed

5. Replacement Of Fixed Fixtures And Fittings

   Where necessarily incurred, the cost of replacing fixed fixtures and fittings will be reimbursed. Payment is intended to cover items which are required in your new home which you cannot bring from your old home due to them being fixed, e.g. fitted carpets, built-in cooker etc., or where they cannot be made to fit your new home, e.g. curtains. Payment will not be made for new items where they are purchased solely to fit with new décor.

Non-qualifying expenses:

Non-qualifying expenses, as determined by HRMC, will not be reimbursed. Examples of such are:

- mortgage or housing subsidy;
• mortgage interest payments;
• compensation for any financial loss on the sale of your home;
• compensation for other losses, e.g. penalties on withdrawal of child from school;
  membership fee; return of lease car etc;
• redirection of mail;
• Council Tax bills.

**Leave**

Up to 2 days paid leave will be granted for actual house removal. Leave should be applied for in the normal way.

**Repayment**

If you leave the post under which you have claimed Relocation Assistance, repayment will be required as follows:

<table>
<thead>
<tr>
<th>Time of Service</th>
<th>Financial Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year in the post after commencement of the claim</td>
<td>The full amount of financial assistance granted</td>
</tr>
<tr>
<td>1-2 years’ service in the post after commencement of the claim</td>
<td>One twelfth of the full amount of financial assistance granted for each uncompleted month in the second year of service</td>
</tr>
</tbody>
</table>

Repayment will not be required if the reason for leaving the post is redundancy or redeployment as an alternative to redundancy.

The repayment timescale starts from the date of the first claim (not the date of appointment).

In the event that you do not commence your move within 6 months or you do not relocate, you may be asked to repay all or some of any financial assistance granted.

**Application and Process for Payment**

Where you meet the eligibility criteria and wish to apply for relocation expenses you should discuss this with your Manager for authorisation as soon as possible. If authorised you will be able to make the claims through iexpenses using MYHR [http://myhr.ccc](http://myhr.ccc)