



Relocation Policy

Document Status	Approved
Version:	V 3.0

DOCUMENT CHANGE HISTORY		
Initiated by	Date	Author
Operational HR	1 June 2011	Laura Norton
Version	Date	Comments (i.e. viewed, or reviewed, amended approved by person or committee)
V0.1	1 June 2011	Written by Laura Norton
V0.2	22 August 2011	Reviewed by Lauren Eyles
V0.3	18 October 2011	Reviewed by Alison Kew
V0.4	25 October 2011	Reviewed and amended by Tracey Leghorn
V0.5	9 January 2012	Reviewed by HR Policy Group
V0.6	30 January 2012	Reviewed by HR Policy Group
V0.7	30 January 2012	Reviewed by Tracey Leghorn
V0.8	3 February 2012	Sent to SPF for Approval
V0.9	16 May 2012	Review by HR Policy Group - amendment
V0.10	1 June 2012	SPF Joint Chair approval for insertion of sentence to paragraph 5.4
V0.11	August 2012	Sent to EMT for approval
V1.0	November 2012	Approved
V2.0	6 December 2013	SPF approved Ext May 2015
V3.0	10 December 2015	Approved extension to review date by SPF to May 2016

The Trust will not tolerate unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster

good relations between people from different groups.

Names and roles of contributors, user engagement etc.	
Document Reference	Directorate: HR
Recommended at Date	SPF 3 February 2012
Approved at Date Approved	EMT November 2012
Review date of approved document:	May 2016
Equality Impact Assessment	Yes
Linked procedural documents	Equality, Diversity and Human Rights Policy Change Management, Redundancy and Redeployment Policy Recruitment and Selection Policy
Dissemination Requirements	All Trust employees by intranet

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1. Policy Statement

- 1.1 This document outlines the Employee Relocation Policy for the East of England Ambulance Service NHS Trust (the Trust). The Trust is committed to ensuring that assistance with employee relocation is handled in an efficient and consistent manner.
- 1.2 The relocation package will be cost effective but sufficient to encourage and attract high calibre applicants to the Trust with the skills, knowledge and experience to ensure a return on this investment.

2. Scope

- 2.1 This policy applies to all internal and external applicants.
- 2.2 The specific eligibility conditions are set out below and these conditions will form part of the employment offer to prospective or existing employees.

3. Access to the Procedure

- 3.1 All employees and prospective employees are entitled to access this policy which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this Policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.
- 3.2 To ensure accessibility to external applicants, this policy will also be located on the Trust's internet site (www.eastamb.nhs.uk). It can also be obtained on request from the Trust's Human Resources Department.
- 3.3 Applicants and Trust managers may also wish to consult related Trust policies and procedures such as Equality, Diversity and Human Rights, Change Management, Redundancy and Redeployment and Recruitment and Selection.

4. Roles and Responsibilities

- 4.1 Executive Management Team is responsible for determining which posts attract the relocation package.
- 4.2 The Director of Business Transformation or Remuneration Committee have authority for the relocation budget.
- 4.3 The Human Resources Department is responsible for:
- Keeping the provisions within this policy in line with best practice people management principles and HM Revenue and Customs (HMRC) requirements (as advised by Finance);
 - Checking the claim forms and monitor requests for relocation expenses.

- 4.4 Line managers are responsible for:
- Ensuring that agreement for relocation expenses is made prior to advertisement as per this policy (see Section 8 for more detail); and that,
 - The relocation package is mentioned in the recruitment advertisement.
- 4.5 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees and external applicants on the application of this policy and procedure.
- 4.6 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.
- 4.7 Employees and external applicants are responsible for relocating and submitting one claim with the required documentation within 12 months of their start date in the applicable post.
- 4.8 Finance are responsible for making payment, once approved, to the employee.

5. Eligibility

- 5.1 A relocation allowance can only be offered for permanent job roles.
- 5.2 The job role must be one where recruitment from within the local area has not or would not normally provide a sufficient applicant pool for consideration.
- 5.3 The applicant must have applied for and commenced employment in a post which attracts a relocation package.
- 5.4 The applicant must be currently living more than one hour away from their new work base. The new residence must be less than 30 minutes away from their new work base. Applicants should use www.viamichelin.com to establish eligibility. (In very exceptional circumstances consideration will be given to employees who do not meet these eligibility criteria on an individual basis, for example, when it would be in the financial best interests of the Trust, i.e. in cases where an involuntary change for a current employee would result in the cost of excess mileage being demonstrably and significantly higher than would be the cost of relocation. In such circumstances, the level of relocation expenditure permitted would not necessarily be that which would normally be applied but that which would be deemed appropriate on a case by case basis. All decisions relating to an exception would be at the sole discretion of the Trust and are final).
- 5.5 The policy excludes bank workers, agency staff and/or fixed term appointments of less than one year.
- 5.6 The applicant must change their sole or main residence as a result of starting the new employment.
- 5.7 The applicant's partner or other person living with them must not have received similar allowances from any source as a result of their move to the area. If this does occur it will be considered as fraud and reported to the NHS Fraud Team.

6. Principles of the Policy

- 6.1 Effective recruitment is central to the Trusts ability to successfully deliver services. In certain circumstances a relocation package is an appropriate way to reduce the financial strains of relocation which may have prevented an employee or potential candidate from applying for a job role, and may be less than the financial impact of either not filling the vacancy or training an individual to carry out the role.
- 6.2 This procedure will be applied fairly and consistency to all eligible employees and potential employees regardless of race, ethnic or national origin, colour or nationality; gender (including marital status); age; disability; sexual orientation; religion or belief; whether full or part time.
- 6.3 The employee's reason for relocating must be one of the following:
- The applicant (internal or external) is starting a new job with the Trust;
 - The employees employment duties have changed;
 - The employees' duties are involuntarily moving to a new location.
- 6.4 Expenses must fall into one of the four categories below:
- The employees sale of their old residence;
 - Their acquisition or intended acquisition of a new residence;
 - Transporting the employees belongings to the new residence;
 - Associated travel and subsistence costs.
- 6.5 The Trust's normal maximum relocation package is £8,000. Relocation payments above that amount would not normally occur without significant justification and the approval of the Trust's remuneration committee.
- 6.6 Up to the maximum level (outlined above), the amount allowed to the employee will be dependent on their property circumstances. Only one of the following can be selected:
- A For applicants with a property to sell and buy the relocation package maximum will be £8,000;
- B For applicants who are selling a property and moving into rented property or who are moving from rented property and buying a property, the relocation package maximum will be limited to £5,000;
- C For applicants either buying or selling a property in isolation the relocation package maximum will be limited to £4,000;
- D For applicants who meet the criteria but who do not have a property to sell or buy, a limited relocation expenses amount to a maximum of £1,500 can be claimed for the cost of removing their possessions and administrative costs associated with entering into a tenancy agreement will be permitted.
- 6.6 Relocation expenses will only be paid after commencement of employment or commencement in a new post and after expenses have been incurred and

original receipts produced. All receipts should be collected and submitted together as only one claim can be made in total prior to the end of the 12 month relocation period.

- 6.7 During the first 4 years in post, relocation expenses will be recoverable by the Trust. See Section 16 below.

7. Legal Obligations

- 7.1 The HMRC places certain obligations on employers who provide expenses and benefits to an employee in connection with a change in their main residence.

- 7.2 To be eligible for HMRC allowances (i.e. tax free) employees must submit their expenses within the time limit specified by the HMRC. Currently this is before the end of the tax year after the one in which the employees circumstances changed.

- 7.3 For more information visit <http://www.hmrc.gov.uk/index.htm> as their rules may have changed since the publication of this policy.

8. Process for Gaining Permission to Offer a Relocation Package

- 8.1 If, following advice from the Human Resources Department, a recruiting manager feels that it would be appropriate and/or necessary to offer a relocation package to an applicant, or applicants, they must gain written approval from the Executive Management Team.

- 8.2 If it is agreed, the recruiting manager should ensure they complete Section D of the Vacancy Requisition form (R1) which covers relocation assistance; and obtain all necessary authorisations (through appropriate financial groups) and forward this to the Human Resources Department.

- 8.3 The recruiting manager should ensure the following sentence is included on the recruitment advertisement. 'This post attracts a relocation package depending on an applicant's personal eligibility'.

- 8.4 The recruitment process from this point forward should follow the procedure as set out in the Trust's Recruitment and Selection Policy.

9. Advertising

- 9.1 HR Services should ensure that if a post attracts a relocation package this policy is attached to the vacancy on NHS Jobs as an additional document.

10. Following a Successful Selection Decision

- 10.1 Once a decision has been made the successful applicant will receive:

- An offer of employment confirming access to the relocation package;
- An Application for Relocation Expenses Form – Appendix A.

11. Pre-employment Checks

- 11.1 In instances where the applicant or employee fails to satisfy the recruitment checking requirements, HR Services will advise the recruiting manager, and

steps will be taken to withdraw the offer of employment or cease employment as appropriate. This includes withdrawing the relocation package.

12. Application Procedure

- 12.1 An Application for Relocation Expenses Form (Appendix A) must be submitted to the Director of Business Transformation before taking up the post and approval obtained before applicants commit themselves to any expense. Retrospective submissions of the application form will not necessarily be approved.
- 12.2 Expenses claims should normally be submitted to the Trust within 12 months of commencing in the new post with the Trust. Those claimed after 12 months could be liable to tax deductions (refer also to paragraph 7.2 above with regard to tax implications).
- 12.3 All expense claims must be accompanied by original receipts and/or receipted invoices as appropriate.
- 12.4 Applicants who make a claim for relocation expenses accept payment on the basis that any and all payments are recoverable by the Trust for a 4 year period. See Section 16 below.

13. Non Qualifying Expenses

- 13.1 The following list is an example of non-qualifying expenses that do not meet the four standards at Section 6.4. This list is not exhaustive:
 - Mortgage or housing subsidies for moving to a higher cost area;
 - Mortgage interest payments for the employees existing home;
 - Compensation for any financial loss from the sale of the employees home;
 - Compensation for other losses, such as penalties for withdrawing from a school without sufficient notice;
 - Compensation for necessary alterations to, or purchase of, soft furnishings;
 - Home improvements to old property to enhance its attractiveness to prospective purchasers;
 - Re-direction of mail;
 - Council tax bills.

14. Home Owner and Non Home Owner Eligible Expenses

- 14.1 Applicants are asked to keep expenses to a minimum.
- 14.2 Home owners can claim expenses relating to all the descriptions listed in this section:

Sale of old home including:

- Solicitors fees;
- Estate agents or auctioneers fees;
- Incidental legal expenses.

Purchase of new home, including:

- Solicitors fees;

- Estate agents or auctioneers fees;
- Finder's fees;
- Stamp duty;
- Land registration fees;
- Survey fees;
- Incidental legal expenses.

14.3 Additionally, the following expenses can be claimed by both home owners and non home owners:

Removal expenses: including:

- Transportation of furniture or household effects;
- Insurance of items in transit;
- Storage if required.

Relocation Travel Expenses (public transport and subsistence rates in accordance with Agenda for Change Terms and Conditions)

- To take up appointment;
- Return journey in connection with actual move of effects from old property;
- Where temporary accommodation is not taken excess daily commuting travel over 10 miles (difference in the old home to base and new home to base);
- House hunting trips for family household members up to 4 nights.

15.0 Submitting the Claim

15.1 Employees should submit all allowable expenses in one claim using the Claim for Relocation Expenses Form (Appendix B).

15.2 The signed Application for Expenses Form (Appendix A) should be attached with original receipted invoices and receipts (please ensure that copies are taken prior to sending originals).

15.3 The claim should be submitted in person to the employees' local Human Resources Department where it will be checked and receipted. .

15.4 The Director of Business Transformation will provide the final sign off before submitting the documentation for payment via Finance.

15.5 Finance will normally pay the expenses through a bank account. Once the payment has been processed Finance will return all original receipts and invoices to the employee (either collected personally or posted by Special Delivery). Copies of all the paperwork will be returned to the Human Resources Department to be filed on the employee's personnel file.

16. Recovery of Relocation Expenses

16.1 Voluntary Internal changes to job role and/or location: Individuals are expected to remain in the job role and at a workplace location for which relocation expenses applied for a minimum of 2 years otherwise any and all relocation expenses will be recoverable. Thereafter expenses are recoverable at 50% in year 3 and 25% in year 4. For employees remaining with the Trust, any exceptions to this would only be permitted at the discretion of the relevant Associate Director and may nevertheless require the recovery of any or all relocation expenses. This is because the relocation expenses have been

provided to facilitate recruitment into specific posts and/or at specific locations. If any employee is unsure whether a change in circumstances invalidates their existing relocation agreement advice should be sought from their local HR office.

- 16.2 Leavers and/or dismissals: Any and all relocation expenses paid will normally be fully recoverable for a period of 2 years from the date of commencement in the job role for which the expenses applied should the individual leave the Trust's employment. Thereafter expenses are recoverable at 50% in year 3 and 25% in year 4.

17. Storage and Retention of Information

- 17.1 Copies of all relocation applications and supporting paperwork will be held on the employee's personnel file.

18. Complaints

- 18.1 The Trust wishes to ensure that all applicants for posts, whether successful or unsuccessful, have a positive experience when applying to work in a post with the Trust. If an external applicant has a complaint regarding the application of this policy they may write outlining their query or complaint to the Associate Director of Human Resources, East of England Ambulance Service NHS Trust, Hammond Road, Bedford, Bedfordshire, MK41 0RG.
- 18.2 If a Trust employee has a complaint regarding the application of this policy, they should raise this in the normal way via the Trust's grievance procedures.

19. Policy Review

- 19.1 This policy will be reviewed on an annual basis or amended in the light of new employment legislation and/or relevant case law.

Application for Relocation Expenses

Please complete the following questionnaire prior to commencement in the role which attracts the relocation to ascertain your entitlement to a Relocation Package in accordance with the Relocation Expenses Policy.

Applicant Details	
Name of Applicant:	
Contact Address:	
Contact Tel Number:	
Contact Email Address:	
Details of New Post	
Post Title:	
Location of New Post:	
Band:	
Start Date:	
Length of Contract:	
Details of Accommodation in Area Moving From	
Current Address:	
Distance from current address to new base (use:www.viamichelin.com)	Miles: Time: This must be over an hour away from the new place of work
Rented:	Yes / No
Other: please state	
Details of New Accommodation (or intended accommodation)	
<i>Delete as appropriate:</i> Purchase / Rent / Rent until purchase / other (please state)_____	
Expected Move Date:	
Potential New Address:	Town/village:
Distance from new address to new base (use:www.viamichelin.com)	Miles: Time: This must be less than 30 minutes from the new place of work
Estimated Monthly Rent	£

Length of Tenancy:	
If renting before purchasing:	Areas looking for property to purchase: _____
	Likely purchase price: _____

Declaration

I have read the enclosed Relocation Policy and understand the procedure to be followed and the necessity to obtain the approval of the Associate Director of Human Resources in advance of any commitment on my part.

I plan to apply for package: **Tick one box only**

- A For applicants with a property to sell and buy the relocation package maximum will be £8,000.
- B For applicants who are selling a property and moving into rented property or who are moving from rented property and buying a property, the relocation package maximum will be limited to £5,000;
- C For applicants either buying or selling a property the relocation package maximum will be limited to £4,000
- D For applicants who meet the criteria but do not have a property to sell or buy a limited relocation expenses to a maximum of £1,500 for the cost of removing their possessions and tenancy agreements can be claimed.

In consideration of the payments made by the Trust to me in relation to this Policy, I will:-

- Be responsible for all income tax due in respect of any payments made by the Trust to me on account of relocation expenses and will indemnify the Trust in respect of all such liabilities; and
- Repay relocation expenses on demand should I leave the Trust within 4 years of commencement into employment/new role;
- Submit relevant and original receipts and receipted invoices;
- Ensure that no other person involved in the move is/will be claiming relocation costs from the Trust or another organisation.

If I am obliged to make a repayment under the terms set out above I agree to repay the Trust within three months of the date of termination.

Print Name: _____ Signed: _____ Date: _____

Please return this form as soon as possible and before commencing in post to:
 HR Services
 East of England Ambulance Service NHS Trust
 Hammond Road
 Bedford
 Bedfordshire
 MK41 0RG

Authorised (Director)

Name	
Signature:	

Designation:	Director of Business Transformation
Date:	

PA – Send original to HR Services

Appendix B

Claim for Relocation Expenses

Please note all claims must be submitted within 12 months of your commencement date with the Trust. Only one claim can be made.

Applicant Details			
Name of Applicant:			
Post Title:			
Base:			
Date of Commencement:			
Relocation Package Agreed: <i>(£8k is the max claim)</i>	A (£8,000 max) B (£5,000 max) C (£4,000 max) D (£1,500 max) Circle the package which was agreed		
Attach Signed Application for Relocation Expenses Form	YES / NO		
Bank/Building Society Name:		Branch Name	
Account Name:			
Account Number:		Sort Code:	
Building Society Roll no :			
Expenses Incurred (continue on an extra sheet if necessary)			
Description	Invoice Number	Invoice/receipt attached Y/N	Value (£)

			Total:

Declaration

I hereby make a claim for reimbursement of expenses actually and necessarily incurred by me and in connection with my new appointment in line with the Relocation Policy. No other person connected to me will be claiming reimbursement for these costs.

Print Name: _____ Signed: _____ Date: _____

Authorised Director of Business Transformation

Print Name: _____ Signed: _____ Date: _____

Sent to Finance	
Accounts Payable Supervisor:	
Date:	
Paid:	
Return all original receipts/receipted invoices to the employee	

Please refer to the guidance notes “How to carry out an Equality Impact Assessment”

Document Reference:	Document Title: Relocation Policy
Assessment Date: 30 th January 2012	Document Type: HR Agreement
Responsible Director: Lesley Bradley	Lead Manager: Tracey Leghorn

Step 1: Identify main aims of policy

Describe the main aim, objectives and intended outcomes of the proposed project/policy

<p>Aim:</p> <p>To outline the process for managers to follow should they wish to offer relocation expenses and the procedure for employees wishing to apply and claim for the expenses</p>
<p>Objectives:</p> <ul style="list-style-type: none"> - To provide a rationale for when a relocation package can be offered - To provide a clear sign off route for agreeing the expenses - To explain to employees how they go about claiming back their relocation expenses
<p>Intended Outcomes:</p> <p>To aid the recruitment of hard to fill posts by offering an attractive benefit which complies with HMRC guidelines and ensures the best of use of Trust funds.</p>

Step 2: Collect and Analyse Information

Has any previous work or research been done on equality issues in the area of the proposed project/policy? If so, what were they?

No			
You should ask relevant questions in relation to all the strands equality & diversity, but information gathered should be relevant to your needs that will inform your decisions around the topic you are reviewing. If you identify a need for information that is not available you should consider and plan with the relevant others how this information could be obtained. ¹			
Gender including transgender	Do you have enough information?	Yes	No

¹ Refer your need for information and proposal to the Equality & Diversity Steering Group using a copy of this page with your information before proceeding to ensure all similar requests can be coordinated

	What else do you need to know?		
Race	Do you have enough information?	Yes	No
	What else do you need to know?		
Disability	Do you have enough information?	Yes	No
	What else do you need to know?		
Sexual Orientation	Do you have enough information?	Yes	No
	What else do you need to know?		
Age	Do you have enough information?	Yes	No
	What else do you need to know?		
Religion & Belief	Do you have enough information?	Yes	No
	What else do you need to know?		

Step 3: Identify the level of impact

To help you think about this, you should complete the High, Medium, Low table and give reasons/comments for where:

- (a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy/project/procedure could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full Equality Impact Assessment should be completed.**

Equality target	a. Positive impact			b. Negative impact			c. If NONE how did you evidence this?
	Low	None	High	Low	None	High	
Gender (including	Yes			Yes			Applicable to all
Race	Yes			Yes			The package may attract people from diverse
Disability	Yes			Yes			Applicable to all
Sexual orientation	Yes			Yes			Applicable to all
Age	Yes			Yes			Applicable to all
Belief and Religion	Yes			Yes			Applicable to all

Step 3^a: Decide if policy is equality relevant

Does the proposed project/policy have an explicit focus on inequalities, human rights and diversity? If so, how?

No

Is there a risk that the proposed project/policy may unintentionally mask or cause a negative impact on equality and diversity?

Yes

Is there a risk of adverse impact? If yes, please list the specific risks. If no, please explain the basis of your judgement.

Risk of detrimental treatment in managing people with different beliefs, religion and culture

Step 3^b: Record findings and produce action plan

If there are any potential or actual risks, what action will be undertaken to mitigate the specified risks, or to minimise the adverse impact. Within what timescales will this be done, what are the implications on resources and who will be responsible?

Findings	Proposed action	Timescale	Implications on resources	Responsible lead

Please state how the policy, procedure or process will be monitored for inequalities that may arise after the implementation:

This policy will be reviewed after one year as it is a new policy

Summary:

On the basis of the information/evidence/consideration so far, do you believe that the proposed project/policy will have a positive or adverse impact on equality or diversity? (please circle one)

Positive Impact		Adverse Impact	
Yes	No	Yes	No

Basis for your judgement:

Has a significant adverse impact been identified that requires a Full Equality Impact Assessment?

YES	Some Impact Identified	NO
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Name of the project/policy lead completing this assessment:

Name: Laura Norton	Job Title: Human Resources Business Partner
Signature:	Date: 13 th September 2011

Please email this completed draft document to the Equality & Diversity Lead for quality assurance purposes and record monitoring. *This form must accompany all policies and procedures when sent to Trust Board Committee or Group for approval*

Executive Summary Page for Equality Impact Assessment:

Document Reference:	Document Title: Relocation Policy
Assessment Date:	Document Type: HR Agreement
Responsible Director: Lesley Bradley	Lead Manager: Tracey Leghorn
Conclusion of Equality Impact Assessment:	
Recommendations for Action Plan:	
Risks Identified:	
Approved by a member of the executive team:	
YES	NO
Name: Lesley Bradley	Position: Director of Business Transformation
Signature:	Date:

This whole document should be stored with the master document and a final approved copy must be sent to the Equality & Diversity Lead at Bedford Office