

**BARNSELY CLINICAL COMMISSIONING
 GROUP**

**RELOCATION AND REMOVAL EXPENSES
 POLICY**

Version:	3
Approved By:	Governing Body
Date Approved:	May 2014
Name of originator / author:	Head of HR
Name of responsible committee/ individual:	Remuneration Committee
Name of executive lead:	Lesley Smith – Chief Officer
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Target Audience:	All employees.

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**THIS POLICY HAS BEEN SUBJECT TO A FULL EQUALITY IMPACT
ASSESSMENT**

DOCUMENT CONTROL

Version No	Type of Change	Date	Description of change
V.1		28 May 2014	With CCG for consultation
V2		May 2016	Review
V3		May 2018	Review

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1. **PURPOSE**

This document sets out the CCG's policy and procedure for relocation and removal expenses policy and procedures. This should be read together with other relevant CCG policies, procedures and guidance. The CCG considers relocation assistance as a means of facilitating the recruitment and retention of employees. The package provides relocating employees with a support structure to assist them in meeting the demands of domestic relocation, thereby optimising the prospect of a successful settlement into their new appointment.

2. **SCOPE**

The policy applies to all employees of the CCG meeting the eligibility criteria (Section 7) and supersedes all previous policies on relocation and removal expenses.

3. **EQUALITY STATEMENT**

In applying this policy, the Organisation will have due regard for the need to eliminate unlawful discrimination, promote equality of opportunity, and provide for good relations between people of diverse groups, in particular on the grounds of the following characteristics protected by the Equality Act (2010); age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, in addition to offending background, trade union membership, or any other personal characteristic.

4. **ACCOUNTABILITY**

The CCG Chief Officer is accountable for this policy.

5. **IMPLEMENTATION & MONITORING**

5.1 The Governing Body is responsible for formal approval of this policy. Following approval and implementation the Remuneration Committee will be responsible for monitoring compliance with this policy and agreeing any changes following periodic reviews. The policy will be disseminated to staff via the organisations intranet.

5.2 The policy and procedure will be reviewed periodically by Human Resources in conjunction with managers, the Local Counter Fraud Specialist and Trade Union representatives. Where review is necessary due to legislative change, this will happen immediately.

6. RESPONSIBILITIES

6.1 JOINT RESPONSIBILITY

Good working relations are vital for the CCG to operate successfully and provide its essential services. Management, trade unions and employees accept the responsibility of working together on Issues in good faith and with goodwill with the shared intention of facilitating good working relations.

6.2 MANAGEMENT RESPONSIBILITY

Managers are required to manage and to act fairly and consistently. They are responsible for ensuring that the policies and procedures are disseminated effectively and observed by all employees.

The appointing officer should consider any request for a relocation grant at interview stage.

The authority for approving relocation grants rests with the Chief Officer. All applications for relocation grants must be approved by the Chief Officer prior to any formal commitment being entered into on behalf of the CCG.

Once approval in principle has been obtained then the successful candidate should be provided with a copy of this document and asked to adhere to the procedures outlined in the following pages.

Where approval is given then the payments will be borne from the appropriate budget

Payments relating to the relocation will be made by the CCG to the new employee on production of the associated receipts. The employee will be responsible for settling all accounts with the companies involved in their relocation.

Where undue hardship is demonstrated by the employee making payments to the companies involved in the relocation, e.g. a particularly large payment, reimbursement by the CCG will be through a faster CHAPs payment.

6.3 EMPLOYEES RESPONSIBILITY

Employees have a duty to comply with the policies and procedures. If an employee has any questions or concerns about these they should raise these with their line manager or the Head of HR.

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New employees who receive relocation expenses will be required to sign an undertaking that:-

- They will not leave the employment of the CCG within a two year period from their date of commencement.
- Should they voluntarily leave the employment of the CCG and break this undertaking they accept the CCG will take action to obtain repayment of the expenses received.
- Should they be dismissed for reasons of misconduct they accept the CCG will take action to obtain repayment of the expenses received.
- Within one year, they will be required to refund 100% of all expenses and within two years, 50 - 75% of expenses, pro rata to service in the second year.
- This will be from outstanding salary payments and/or by invoice.

The reimbursement of relocation grant is conditional on employees being able to demonstrate that every effort is being made to obtain suitable accommodation in the new area and sell the property in the old area where one is owned.

Any costs incurred beyond the agreed Relocation Grant limit, as set by the CCG, will be the responsibility of the employee.

Practitioners travelling from overseas will only be reimbursed relocation expenses from the port of entry into the UK.

6.4 HR RESPONSIBILITY

The HR team will work in partnership with the Chief Officer and Employee Representatives to ensure employees are treated fairly and consistently within the framework of the policy.

7. ELIGIBILITY

The Relocation Grant Policy will apply to:-

- New employees appointed to permanent positions in the CCG.
- Employees taking a substantive post at Agenda for Change band 8a or above and employees in equivalent spot salary levels.
- Where the employee resides more than 50 miles from the CCG base prior to taking up employment provided they move within 10 miles of base.
- Relocation expenses will not be paid where an employee's partner is also receiving support from his/her own employer.

8. FINANCIAL LIMITS

Normally a Relocation Grant will not exceed the HRMC non-taxable limit which is currently £8,000. At the discretion of the CCG in exceptional circumstances this limit may be exceeded in individual cases. Any payments above the HMRC limit will be taxable and arrangements will be made to ensure the tax is paid. The CCG reserves the right to fix the maximum Relocation Grant applying to any particular post/appointment on an individual basis.

In certain circumstances, the Chief Officer may decide that the services of a relocation company would be mutually beneficial to the employee and the CCG

Where an employee does not choose the lowest quotation received by the CCG then the level of reimbursement will be limited to the level of the lowest quotation, which means that employees will also have to pay the difference in VAT between the quotes.

Where there has been an improvement in the new property compared to the old and notional valuation has been obtained and accepted by the CCG, then the level of reimbursement will be limited. In such cases, payments in respect of Stamp Duty, legal fees and Land Registry fees will be assessed on the basis of a notional price. The assessment will be carried out by an independent valuer, usually the district valuer, who will value the old property in relation to a similar type of property in the new area.

Payments relating to the relocation will be made by the CCG to the new employee on production of the associated receipts. The employee will be responsible for settling all accounts with the companies involved in their relocation. Where undue hardship is demonstrated by the employee making payments to the companies involved in the relocation, e.g. a particularly large payment, reimbursement by the CCG will be through a faster CHAPs payment.

Any payments due or costs incurred above those assessed using the notional price in respect of Stamp Duty, legal fees and Land Registry fees will be the responsibility of the employee.

9. PROCEDURE

The new employee should complete Part A of the Application for Relocation Grant form (Appendix 1) as soon as possible after they have been formally offered employment and submit this to the Chief Officer for approval. Once approval has been granted to award a Relocation Grant, copies of the completed form will be sent to the employee for confirmation and to the Chief Finance Officer for information.

Employees must make claims for the reimbursement of actual relocation expenses using the Claim for Reimbursement of Expenses form (Appendix 2).

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Both of the above forms must be authorised by the Chief Officer or an authorised deputy in line with the CCG Standing Financial instructions and Scheme of Delegation..

All claims should be accompanied by receipts. For removal expenses three quotes must be submitted, see paragraph on 'Removal Firm Charges'. Where expense claims are not accompanied by appropriate receipts then the reimbursement of expenses will not be made.

9.1 EXPENSES

Prior to commencement - The cost of one return visit from home to Barnsley, for a maximum of two nights' duration, will be reimbursed. Travelling expenses and subsistence allowances for the employee, partner and dependants (as appropriate) will be paid as follows:

- Travel by car will be reimbursed at the current reserve rate or lease car rate.
- Subsistence will be reimbursed at current rates as follows:
- for the employee - full rate
- for the partner and any children over 12 years - 2/3 rate each
- children aged 4 to 12 years - 1/2 rate each
- children under 4 - subsistence is not payable

Following commencement - the employee may choose between the options below, whichever is the most appropriate, to determine how expenses are reimbursed.

Excess daily travelling expenses - Where an employee has been unable to move house and continues to reside at home, then they will be reimbursed any extra daily travelling expenses incurred in travelling from home to their new work base.

Employees who travel by car will be reimbursed at the current reserve rate or lease car rate. At present, reimbursement is subject to income tax and National Insurance payments.

Temporary Accommodation Expenses - Where an employee has been unable to move home and the old property remains unsold and they decide to take temporary accommodation in the new area, their expenses will be reimbursed as follows:

Where private accommodation is used either the rent will be reimbursed or the current long term Night Allowance subsistence rate, whichever is the lower.

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Travelling Expenses for Visits Home - Where an employee is living in temporary accommodation in the new area, the cost of one visit home per week will be reimbursed. Travel by car will be reimbursed at the current reserve rate or lease car rate. Subsistence will not be payable.

Reimbursement of the above allowances will be limited to six months in the first instance, although this period may be extended up to a further three months with the approval of the appropriate Senior Manager.

Return Visit to Supervise Removal - Two days' paid leave will be granted to supervise the removal from the old to the new home. Travelling expenses will be reimbursed and travel by car will be reimbursed at the current reserve rate or lease car rate. Subsistence will not be payable.

Removal Journey - The cost of the journey from the old home to the new home for the employee and their partner and dependants, will be reimbursed. Travelling expenses will be reimbursed and travel by car will be reimbursed at the current reserve rate or lease car rate and passenger rate.

Removal of Furniture and Effects - Removal costs and, if necessary, the storage of effects for a reasonable period (normally six months), will be reimbursed. Three competitive tenders must be obtained in writing and submitted to the Chief Finance Officer for approval. The lowest of the three quotations will be reimbursed.

9.2 **Property purchase / sale**

Fees which will normally be reimbursed (inclusive of any VAT payable) are as follows:

- Solicitor's fees.
- Estate Agent fees.
- Stamp Duty.
- Land Registry fee.
- Expenses in connection with the mortgage or loan e.g. survey fees, mortgage redemption fee.
- The cost of a private survey if required for a specific purpose.
- Electrical wiring and/or drains tests.

NB: For employees with no property to sell in the old area the above fees will be limited to a £60,000 purchase price.

Abandoned Purchase

Any legal costs, survey fees, etc., incurred in an unsuccessful attempt to purchase property may be reimbursed at the discretion of the CCG. The Chief Officer must be satisfied that the reason the purchase was

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abandoned is acceptable and that any costs in relation to the work done are reasonable. Where the abandonment relates to an adverse structural survey a copy of the Surveyor's Report must be submitted with the expense claim form.

Any costs reimbursed will be deducted from the Relocation Grant.

9.3 **Miscellaneous**

Employees moving into unfurnished accommodation may be reimbursed additional expenses after the individual takes up their new appointment and has occupied their new permanent accommodation. This includes costs of replacing domestic goods such as carpets, curtains and cookers, less any amount received for the replaced goods

This requires that the items used in the old property are the possessions of the individual but cannot be used in the new property because they are unsuitable for installation there.

The provisions of the policy will apply i.e.

- That appropriate receipts are submitted with the expenses claim form.
- That the maximum of £1000 is subject to the relocation grant (i.e. £8000) not being exceeded.

9.4 **Continuing expenses in old area**

Employees who unavoidably incur regular expenses in respect of accommodation previously occupied in the old area, which remains unsold, concurrently with accommodation expenses in the new area, will be given assistance with such expenses. The types of costs incurred would normally be mortgage, building insurance, council tax, water charges, etc.

An allowance will be paid from the date when the employee occupies permanent accommodation in the new area and is joined by their family provided this is within the first 12 months from appointment. The rate at which the allowance is payable would be at whichever is the less between:

- Either the current long term Night Allowance subsistence rate OR
- The actual continuing commitments payable.

Payment will be limited to three months in the first instance although, if approved by the Chief Officer, this period may be extended to six months, or up to a maximum period of 12 months in special circumstances.

APPENDIX 1

APPLICATION FOR RELOCATION GRANT

Part A (to be completed by the applicant)

Title	
Surname	
First Name/s	
Address for Correspondence	
Is this temporary or permanent?	
Contact Details	
Post offered	
Directorate	
Band	
Full/ Part time hours	
Starting Salary Pro rata	
Base	
Proposed commencement date	
Details of current property	
Address	
Owned / rented/ furnished/ unfurnished	

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Selling / Asking Price	
Estate agent details	

UNDERTAKING

I confirm that I have received and read the CCGs Relocation Grant Policy and agree to adhere to the requirements of the said policy.

I understand that any payments of relocation or associated expenses made to me by the Barnsley CCG are subject to my remaining an employee of the CCG for a minimum period of 24 months from commencement. I acknowledge that in the event of my leaving the CCGs employment before the expiry of 24 months from commencement or if I am dismissed for reasons of misconduct the CCG has the right to reclaim all or part of any payments of removal or associated expenses previously paid to me on the following basis: Within one year, they will be required to refund 100% of all expenses and within two years, 50 - 75% of expenses, pro rata to service in the second year.

I declare that my partner is not eligible or has not received, or will not receive financial assistance from any other source in respect of this move. I understand that all expenses must be claimed within 12 months of commencement. I declare that to the best of my knowledge and belief the above information is accurate and complete.

I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to the CCG's Counter Fraud Specialist and the NHS Counter Fraud Authority for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Signed..... **Date**.....

This form must be sent to the Chief Officer for approval prior to commencement of employment.

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Part B (to be completed by the Chief Officer)

Title	
Surname	
First Name/s	
Contact Details	
Approved amount	
Reason for non-approval	

I agree that the above relocation grant has been approved

Signed.....

Date.....

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APPENDIX 2

CCG CLAIM FOR REIMBURSEMENT OF REMOVAL EXPENSES

Title	
Surname	
First Name/s	
Marital Status	
Number of children and ages	
Previous address	
Owned / rented/ furnished/ unfurnished	
New Address	
Owned / rented/ furnished/ unfurnished	
Contact Details	
Post appointed to	
Directorate	
Banding	
Full/ Part time hours	
Starting Salary Pro rata	
Base	
Commencement date	

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	Amount Claimed	Finance approval to be completed by relevant Chief Officer
Travelling and Subsistence prior to commencement		
Date of Journey		
Person Making Journey		
Mileage home to Barnsley return		
Public transport fares fromto		
Total mileage		
Subsistence fromto		
Excess Daily travelling expenses following commencement (only a or b can be claimed)		
Daily return mileage from home to base		
Daily return mileage from home to base in previous employment		
Excess daily mileage		
Number of days		
Total excess mileage(a)		
Temporary Accommodation Expense / Rent(b)		
Home Visits		
Date of visits		
Public transport fare		
Cost of Removal		
Date of moving		

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Storage charges FromTo (3 quotations and the receipted contractors account must be enclosed)		
Public transport fare		
Mileage from to		
Persons making journey		
Date of journey		
House Purchase / Sale		
Purchase Price		
Solicitors fee		
Stamp Duty		
Mortgage expense		
Survey		
Other		
Sale price		
Solicitors fees		
Estate agent fees		
Other		
Miscellaneous		
Details		

I declare that the expenses and allowance claimed have been either actually and necessarily incurred or are otherwise and certify that my husband/wife/civic partner/partner has not or will not receive any financial assistance from any other source relating to the above removal expenses claimed for re-imburement from the NHS.

Signature of Claimant _____

Date _____

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(When completed, this claim should be forwarded to the relevant Chief Officer for approval)

Undertaking to remain in the service of the authority

I,understand that, as a condition of receiving payment of Removal Expense from the Barnsley CCG, I must undertake that I will not leave the employment of the CCG within a period of 24 months and that, should I do so, I acknowledge that the CCG retain the right to obtain repayment of the whole or part of the expenses paid to me.

Signed _____

Date _____

I certify that the claimant is eligible to claim the above expenses and has signed the two year agreement

Director

Date _____

For use by payroll

Percentage Paid

Date

Original Receipted Accounts must be enclosed

Interim/Final

APPENDIX 3

Equality Impact Assessment 2018

Title of policy or service	Relocation and Removal Expenses Policy
Name and role of officers completing the assessment	Head of HR , Head of Governance and Assurance
Date assessment completed	June 2018
Type of EIA completed:	Initial EIA 'Screening' <input checked="" type="checkbox"/> or 'Full' EIA process <input type="checkbox"/>

1. Outline	
<p>Give a brief summary of your policy or service</p> <ul style="list-style-type: none"> including partners, national or regional 	<p>Relocation assistance is a means of facilitating the recruitment and retention of employees. The package provides relocating employees with a support structure to assist them in meeting the demands of domestic relocation.</p> <p>The policy is to comply with statutory requirements and complies with NHS Litigation Authority Standards and best practice.</p>

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What outcomes do you want to achieve	Optimising the prospect of a successful settlement into new appointments.
Give details of evidence, data or research used to inform the analysis or impact	<p>A draft of this policy has been circulated for review by the following:-</p> <ul style="list-style-type: none"> • BCCGs Information Governance Manager, • BCCGs Equality and Diversity Lead, • Staff Side Union Representative, • Local Counter Fraud Officer • BCCG staff. <p>The final policy has been signed off by BCCGs Chief Nurse and the Remuneration Committee</p>
Give details of all consultation and engagement activities used to inform the analysis of impact	As above

Identifying impact:

- **Positive Impact:** will actively promote or improve equality of opportunity;
- **Neutral Impact:** where there are no notable consequences for any group;
- **Negative Impact:** negative or adverse impact causes disadvantage or exclusion. If such an impact is identified, the EIA should ensure, that as far as possible, it is either justified, eliminated, minimised or counter balanced by other measures. This may result in a 'full' EIA process.

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2. Gathering of Information					
This is the core of the analysis; what information do you have that might impact on protected groups, with consideration of the General Equality Duty.					
	What key impact have you identified?			What action do you need to take to address these issues?	What difference will this make?
	Positive Impact	Neutral impact	Negative impact		
Human rights	Nil	Nil	Nil		
Age	Nil	Nil	Nil		
Carers	Nil	Nil	Nil		
Disability	Nil	Nil	Nil		
Sex	Nil	Nil	Nil		
Race	Nil	Nil	Nil		
Religion or belief	Nil	Nil	Nil		
Sexual orientation	Nil	Nil	Nil		
Gender reassignment	Nil	Nil	Nil		
Pregnancy and maternity	Nil	Nil	Nil		
Marriage and civil partnership (only eliminating discrimination)	Nil	Nil	Nil		
Other relevant groups	Nil	Nil	Nil		

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Having detailed the actions you need to take please transfer them to onto the action plan below.

3. Action plan				
Issues identified	Actions required	How will you measure impact/progress	Timescale	Officer responsible
No anticipated detrimental impact on any equality group. The policy is applicable to all employees and adheres to the NHS Litigation Authority Standards, statutory requirements and best practice. Makes all reasonable provision to ensure equity of access to all employees. There are no statements, conditions or requirements that disadvantage any particular group of people with a protected characteristic.		Will be able to monitor applications due to small numbers involved to ensure that there is no detriment suffered by any protected characteristic.		HR Manager

4. Monitoring, Review and Publication			
When will the proposal be reviewed and by whom?	3 years from the date of implementation		
Lead Officer:	Head of HR	Review date:	June 2021

Once complete, this form must be emailed to the Equality Lead Barnsleyccg.equality@nhs.net for sign off