

Cambridgeshire Primary Care Trust Relocation Policy

**Agreed by Trust JCNP:
Adopted by Trust Board:
Revised:
Reviewed:**

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Relocation Policy

1. Introduction

1.1 This document sets out the Trust's policy in Removal, Accommodation and Associated Expenses provisions, the policy will form the basis of all remuneration to employees for removal, accommodation and associated expenses. It shall serve as the prime document with regard to entitlement for reimbursement of such expenses.

1.2 This document is not binding on the Trust but serves as guidance to managers and staff on likely entitlement. Actual payment will be determined according to precise individual circumstances by the HR Lead.

1.3 Employees who need to move their home or incur additional associated expenses as a result of appointment to a post within the Trust may be granted assistance with relocation expenses. Provided the Trust is satisfied that removal of the home is necessary, expenses will be paid at the Trust's discretion. In exercising this discretion the Trust will take full account of its Equal Opportunities Policy commitment to prevent discrimination on the grounds of race, sex, nationality, ethnic origin, marital status, etc.

1.4 The Cambs PCT Relocation Policy is available to employees (Other than Medical and Dental staff in training bands) taking up permanent employment with the PCT who currently reside in excess of 25 miles from their employment base.

1.5 In exceptional circumstances, as an alternative to removal expense, travel by car will be paid at the equivalent to the public transport rate, for a maximum period of 6 months, within the remit of this policy.

1.6 Reimbursement is in respect of house purchase if only payable of an equivalent purchase in the new area. Any additional costs as a result of upgrading of accommodation must be met by the employee.

2. Eligibility

2.1 No individual is automatically entitled and relocation expenses are not given as a right to eligible staff but at the discretion of the PCT and the move is a direct consequence of taking up employment with the PCT. Each case will be examined on its merits and a decision taken by the HR Lead following consultation within local management. Please see the Managers Guidance in Appendix 1.

2.2 Payment of relocation expenses will normally be restricted to appointments identified as a Key Post fundamental to the Trust's Business Plan which would have remained unfilled without support for removal expenses or that the post carries a requirement for on call or out of hours work which cannot be planned in advance

2.3 The Trust reserves the right to approve relocation expenses for other categories of staff if special circumstances prevail.

2.4 Staff should relocate within a fifteen mile limit (by road) from their base. If in exceptional circumstances this is not possible, permission must be granted by the Human Resources Lead to reside outside of this limit.

2.5 Relocation expenses are not payable to an employee whose spouse, partner, or other person normally living with them, is in receipt of relocation expenses from other sources.

2.6 Relocation will not be payable to anyone who is planning to move into the area, and as a consequence, seeks and obtains and obtains employment with the PCT.

2.7 Advertisements and/or information packs for jobs should clearly state whether a post is eligible for removal expenses under the Trust terms and conditions but should make no reference to precise provisions.

2.8 Claims for removal expenses for Specialist Registrars are contained in the Anglia Deanery's Relocation Policy and Procedure for the Specialist Registrar.

3. Doctors on Rotation

3.1 Medical and Dental Staff in rotational bands, (with the exception of Pre Registration House Officers) on rotational schemes may relocate at a distance outside the above limit if this will avoid the need for further relocation at the end of the placement. Alternatively, where the practitioner has a home convenient to the subsequent placement he/she may be eligible to receive excess travel expenses at the appropriate rate.

3.2 Pre Registration House Officers are compulsorily resident but may be offered assistance with the physical removal of effects.

4. General Conditions

4.1 Before authorisation of expenses, the Trust must be satisfied that:

- (a) It is necessary for the candidate to move house to fulfil his/her new role. Normally those who live within 25 miles of their base will not be eligible for relocation expenses
- (b) Arrangements must be reasonable i.e. expense relating to the move should relate to a broadly comparable property. Where the staff member chooses to move to a property which is substantially different the amount of assistance may be reduced in discussion with the individual. Values of previous new houses would be verified through an Estate Agent
- (c) If two partners take up employment with this Trust, only one payment per couple can be made
- (d) The expenses reimbursed are only for those incurred and will require receipted proof of expenditure
- (e) No facilities are available for bridging loans due to the enormous financial burden they place on the Trust when properties remain unsold
- (f) Payment will not be made for expenses which are recoverable in full or in part from any other source

- (g) The position is being filled having been advertised and after a competitive interview process
- (h) Part-time staff will be paid expenses on a pro-rata basis, as proportion of the whole time hours up to the upper limit.

5. Scope of Scheme

5.1 The three categories of the Scheme are as follows as outlined in Appendix 2

- (a) Purchase and Sale – where sale and purchase of a property is involved
- (b) Purchase Only – involved where previous accommodation was rented
- (c) Rent - Where proposed accommodation is rented for a period up to six months whilst the employee seeks to relocate to the area and is unable to travel daily. This benefit will be taken into account when calculating relocation expenses.

5.2 The type of accommodation offered will be related to need, e.g. single, family, subject to availability but staff would be asked to pay a top up payment for family accommodation.

5.3 For an employee who resides in Trust accommodation whilst seeking to relocate the excess travel costs of one journey home each week will be reimbursed at the public transport rate, second class return rail fare for a period of up to six months. Staff who are renting out their previous home would not be entitled to this payment.

5.4 For employees who travel daily from their existing home to work for the Trust whilst seeking to relocate the excess daily cost will be reimbursed at the public transport daily rate, second class return rail fare for a period of up to six months.

5.5 All claims for daily travelling expenses must be submitted on a monthly basis, Failure to do so will mean that the expense may not be paid.

6. Allowances/Claimable Expenses (as outlined in Appendix 2)

6.1 All claims must be supported by receipts and invoices, these should be official VAT invoices or official VAT receipts clearly showing the nature of the expenditure and submitted with a claim form as in Appendix 4.

- (a) Legal and Professional Fees
Includes Estate Agent Fees, Solicitors Fees, Surveys, Stamp Duty, Land Registry fees etc
- (b) Furniture Removal
Removal of furniture and normal household goods including insurance. If you move yourself, vehicle hire costs and insurance may be claimed.
- (c) Disturbance Allowance - An Allowance may be payable towards;

- The costs of essential minor adaptations, e.g. fitting carpets or curtains
- Temporary cost of living in lodgings and maintaining a separate home
- Excess travelling from current home to work pending location
- Travel “home” at weekends whilst in temporary accommodation

(d) Expenses in old and new areas at the same time

- Travel expense in connection with the search for accommodation in the new area of employment will be reimbursed at public transport rate for up to 2 visits.
- Temporary accommodation, subject to availability, will be offered free of charge up to a maximum of 6 months. In the absence of the above, an allowance may be payable to cover the cost of continuing commitments in the old and new areas, up to maximum of 6 months, provided that the overall claim is within the limit stated in the appendix.

7. Level and Authorisation of Expenses

7.1 Approval for relocation expenses must be sought prior to commencement with the PCT. The PCT will confirm eligibility in writing on receipt of the Application for Relocation Expenses form (Appendix 3).

7.2 The Trust will meet reasonable costs from prescribed entitlements as set out in Appendix a, up to a maximum of £6,000 and the amount for each type of expenditure within this limit must be authorised by the HR Lead.

7.3 In exceptional circumstances the HR lead and Finance Director may authorise expenditure up to £8,000. Additional approval from the Chief executive and Finance Director is required to go above that limit. When using discretion to go above the maximum limit, they will take into account the following factors;

- (a) Restricted to Consultant/Director/Senior Manager reporting to Director level posts
- (b) Only for posts that are locally accepted as hard to fill
- (c) If additional expenses were not authorised, it would require re-advertisements/ the individual would withdraw
- (d) The actual costs of removal are exceptionally high
- (e) It is consistent with decision making in other cases
- (f) There are extenuating personal circumstances

7.4 Any claims over £8,000 will be subject to Income Tax. Free accommodation offered as part of the removals package will also be taxable.

7.5 Authorisation of relocation expenses will be by the HR Lead in consultation with Local Manager as per the PCT Scheme of Delegation.

7.6 Managers must, therefore, obtain approval from the HR Lead before offering posts to job applicants which are likely to attract requested for relocation expenses ensuring that no contractual commitments are made to people being offered jobs.

7.7 Where exceptional circumstances apply, any element of the conditions in this Policy may be waived with the approval of the Chief Executive.

8. Acknowledgement and Repayment

8.1 The PCT will require employees to repay all or part of the reimbursements and allowances made to them if they leave employment with the PCT within two years of commencement, or two years from the date of claiming relocation expenses if this occurs after the date of appointment refundable to the Trust by the employee on the following basis:-

Within 6 months of commencement	100%
6 months to 1 year	75%
1 year to 18 months	50%
18 months to 2 years	25%

8.2 Employees will be required to sign an acknowledgement of the payments and an undertaking to repay it on demand, if necessary, authorising the PCT to deduct payments from the final salary and this must be made before the individual takes up appointment.

8.3 Any retrospective claims made more than 1 month after taking up appointment will not be paid. The HR lead has discretion to waive this in exceptional circumstances.

8.4 Where expenses have been approved but not reimbursed because the applicant delays moving, this approval will be revoked after a period of one year from the date of the appointment.

8.5 The HR Lead will have the right to waive these repayment conditions in exceptional circumstances.

9. Preferred Service Providers

9.1 The PCT has entered in agreements with certain companies to provide services at competitive rates. Comparative quotes must be obtained if an alternative company is proposed. The level of charge reimbursed will be limited to that quoted by the preferred service provider.

These preferred service providers are listed below;

Company Name	Location	Service
GA Property Services	Nationwide	Estate Agent Surveys
Barr Ellison	Parkside, Cambridge	Conveyancing
Hoults Removals	Nationwide	Removal/Storage of Household goods

10. Further Advice

10.1 Further advice and guidance about relocation is available from your HR team

10.2 Managers are encouraged to seek advice from the HR department on the application of this policy to ensure consistency across the Trust.

Cambridgeshire PCT

Relocation Expenses

General Guidance for Appointing Managers

1. It is important that a balance needs to be drawn between
 - Appointing the best candidate to e.g. enable the best standard of patient care to be given

And

 - Remembering that spending on removals/relocation is money directed away from patient care
2. Staff should therefore not be appointed purely on the basis of cost but in light of information available to Managers.
 - Where a vacancy arises, before advertising nationally managers should consider whether the post could be filled by a good candidate, either internally or from the local labour market
 - Candidates should be short-listed purely by the criteria outlined in the Person Specification, i.e. qualifications, experience, etc.
3. Where the necessary authorisation has been given in principle from the HR Lead prior to the interview, appointing managers should make it clear to interested applicants that they are not authorised to give verbal confirmation of entitlements. Applicants must be made aware that any expenses incurred before written authority is given are at the applicant's risk and can only be reimbursed on the signature of the appropriate HR Lead.

Cambridgeshire PCT

Relocation Expenses

Table of Expenses Payable

The following payments may be reimbursed up to a maximum total of £6,000 as authorised by the Trust, this list is not exhaustive and the types of expenditure and maximum level can be increased in line with the policy.

Removal of furniture and effects

Storage of furniture and effects

Legal expenses on House Purchase

Legal expenses on House Sale

Estate Agents or Auctioneers fees

Value Added Tax

Preliminary Visit

Journey from old to new home

Allowance during expenses

Continuing Commitments Allowance

Cambridgeshire PCT

Application for Relocation Expenses

Please complete the following questionnaire and return to your line manager/appointing officer. You will notified in writing as to what expenses are claimable.

Name of Applicant:

Location of new post:

DETAILS OF PREVIOUS POST

Name of previous employer:

Hospital/Department where employed:

Telephone Number:

Salary Band

Actual Salary at time of transfer

Whole Time or Part Time

Date of Leaving

DETAILS OF NEW POST

Job Title

Salary Band

Whole Time or Part Time

Date of Appointment

Length of Contract

DETAILS OF ACCOMODATION IN AREA OF PREVIOUS EMPLOYMENT

Address

Telephone Number

Was accommodation rented or owner occupied?

Was accommodation totally unfurnished? Yes/No

If unfurnished, did accommodation consist of more than 1 main room? Yes/No

If the property is owner occupied, do you intend selling? Yes/No

DETAILS OF ACCOMODATION IN CAMBRIDGE PCT AREA

Address

.....

Is this address to be Permanent or Temporary? Yes/No

Is the accommodation totally unfurnished? Yes/No

If unfurnished, did accommodation consist of more than 1 main room? Yes/No

Do you intend purchasing a property in the Cambs PCT area? Yes/No

It is the policy of Cambridgeshire PCT to make payments using the BACs (Credit direct to Bank Account) system wherever possible. Would you therefore please complete the following details:

Bank Account Title

Bank Sort Code

Bank Account No.

I certify that relocation expenses are not recoverable in part or full from any other source by myself or partner and that the information I have given is correct to the best of my knowledge and belief. I agree to repay all or part of the expenses and allowances made to me if I leave employment of the PCT within two years of my commencement.

Signed

Date

Cambridgeshire PCT

Claim for Relocation Expenses

Name of Claimant

Position Held

Hospital/Unit

(Please see reverse for notes)	Claim £ : p	Office Use
LEGAL AND PROFESSIONAL FEES		
House Purchase price £.....(household only)		
Solicitors costs		
Survey		
Stamp Duty		
Land registry Fees		
Period Claimed		
House Sale Price		
Solicitors Costs		
Estate Agents fees plus details		
FURNITURE REMOVAL		
Quote 1:		
Quote 2:		
DISTURBANCE ALLOWANCE		
Minor adaptations: Details.....		
Temporary costs of living in lodgings: Details.....		
or		
Excess Travelling: Miles.....		
Date:		
Travel 'home' at weekends		
Miles:		
Date:		
EXPENSES IN OLD AND NEW AREA AT THE SAME TIME		
Travel expenses in search of accommodation.....		
Miles:		
Date:		
Temporary Accommodation: Details.....		

I certify that the expenses above, which I enclose all relevant documents, were actually and necessarily incurred and are in accordance with the terms and conditions of service approved by Cambridgeshire PCT.

Signed..... Date

Notes to Claim for Relocation Expenses

House Purchase/Sale Expenses

Claimants should use the solicitor appointed by Cambridgeshire PCT: Barr Ellison Solicitors, 39 Parkside, Cambridge. Telephone: 01223 417200

Copies of Estate Agents details are required for both the old and new properties. Payments are governed by the comparability of the new the old property.

Householder

Means an employee who, in the area of their previous Health Service employment, occupied unfurnished accommodation of more than one main room, rented or owner occupied.

Removal and Storage

Quotes from two different removal companies are required. Claimants may use the company of their choice but payment is limited to the lowest of the two quotes

Claimants wishing to do their own removals, utilising a van hire firm will be reimbursed the cost of van hire and fuel. Receipts are required.

Payments will be made against original receipted invoices only, photocopies are not acceptable, if required the original can be returned.

Claimants may request firms to bill Cambridgeshire PCT directly.

Travel by car is paid at the current public transport rates.