

CITY OF WOLVERHAMPTON COUNCIL

Human Resources Policy Framework

Relocation Policy

Approved by:	
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CONSULTATION		
The following officer and or bodies have been consulted on this policy:		
Officers and or Bodies	From	To
SEB	28/02/17	28/02/17
HR		
The following Trade Unions have been consulted on the policy		
	From	To
Unison		
GMB		
Unite		

REVIEW LOG			
Date	Version	Comments/Review	Approved by

ADVICE
Contact HR on 01902 552345 or email HR.supportdesk@wolverhampton.gov.uk for HR advice. Contact Occupational Health on 01902 554059

FEEDBACK

Contact HR on 01902 552345 or email HR.supportdesk@wolverhampton.gov.uk to provide feedback on this policy.

Development and Review of Human Resources Policies

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1.0 Policy Statement

- 2.1 The employee must be appointed to a post for which relocation expenses were **advertised as being payable**, and the removal must be as a direct consequence of the appointment to the post.
- 2.2 The household must be removed from a location, which is at a distance of **thirty miles** or more miles measured from the centre of Wolverhampton. Removal must be to **within the City boundary**.
- 2.3 The maximum amount claimable under this scheme is **£8,000**.
- 2.4 An employee must remove household within **one year** of the date of appointment. If removal has not taken place at the end of that period of time, entitlement to the aforementioned allowances shall be lost and any monies which may have already been paid in respect of them shall become repayable to The City of Wolverhampton Council.
- 2.5 Employees will be offered relocation assistance only if they agree to repay some, or all, of the amount given by the organisation in the event that their employment terminates for whatever reason within two years from the date of payment of the relocation expenses. Those offered relocation assistance will be required to sign an agreement to this effect. The amount payable is reduced proportionally and is as follows:

Period of service	Amount to be repaid (as % of total expenses)
Leaving 0-6 months from date of expenses paid	100%
Leaving 7-12 months from date of expenses paid	50%
Leaving 13-18 months from date of expenses paid	25%
Leaving 19-24 months from date of expenses paid	Reducing from 25% by one-sixth of 25% for each completed month up to 24 months

Repayment will not, however, be required if the reason for termination of the employee's employment is redundancy. This does not include voluntary redundancy.

- 2.6 Claims must be made within **6 months** of the date of appointment.
- 2.7 All claims will be checked and payments authorised by the Head of Human Resources or a nominee.

3. Allowance for lodging and home visits

- 3.1 The allowance is payable to new employees who are unable to establish a permanent place of residence near to the new place of employment immediately, and wish to take up temporary lodgings.
- 3.2 Temporary accommodation must be located within the City boundary. The employee must be able to show that he/she is maintaining a household at least **thirty miles** outside the City boundary.
- 3.3 Travel and subsistence expenses are payable for up to three weekends for the purpose of seeking permanent accommodation in Wolverhampton.
- 3.4 The allowance consists of the following elements:-
 - i) Temporary hotel, bed and breakfast or temporary rental accommodation will be allowed up to a maximum of 26 weeks.
 - ii) An allowance for home visits, equal to the cost of second-class return rail fare, to enable an employee to visit his/her family once every two weeks at the residence from which removal is to take place, or actual mileage expenses at appropriate rates.
- 3.5 The allowance is payable for a period **not exceeding 26 weeks**, counting from the commencement date. Proof of payment must be provided.

4. Allowance for travel from existing residence to Wolverhampton

- 4.1 As an alternative to seeking temporary lodgings, an employee may elect to travel from his/her old home to the new place of work, pending removal to Wolverhampton. If this option is chosen, an allowance is payable to defray the additional cost of travelling.
- 4.2 The allowance is payable for a period **not exceeding 26 weeks**, counting from the commencement date, and is equal to the difference between the cost of travelling from home to the previous place of employment and the cost of travelling from home to Wolverhampton, based upon second-class rail fare and/or bus fares or actual mileage expenses at appropriate rates. Proof of second-class rail fare and / or bus fares should be provided.

5. Allowance for removal and storage

- 5.1 A quotation must be obtained from each of three different removal contractors and, if items are to be stored, from each of three different storage contractors. If contractors can be found offering both a removal and storage service, two all-inclusive quotations may be obtained from these. One of the quotes must be from a firm which has an office or branch in Wolverhampton. The Council will only reimburse in respect of the lowest priced quotations. The element for storage of household effects will only be paid for a period not exceeding three months.

6. Legal, estate agent and surveyor fees incurred in the sale and/or purchase of a house on removal to Wolverhampton.

6.1 Legal, estate agent and surveyor fees will be reimbursed by the Council. The original invoices must show a VAT registration number as be presented to Human Resources.

7. Allowance for travel from old home to new home

7.1 The allowance is payable to cover the cost of travelling, at the rate of second-class single rail fare, or actual mileage expenses at appropriate rates, for an employee on the day of removal from the former place of residence to the new place of residence in Wolverhampton. Proof of second-class rail fare and / or bus fares should be provided.

8. Incidental expenses incurred in removing residence

8.1 An allowance is payable for incidental expenses incurred in removing residence. These expenses may include replacement and/or alteration of carpets and curtains, replacement and/or installation of gas/electrical appliances and fittings and connection of telephone, but exclude, for example, expenditure on new central heating systems, bathroom suites and fitted kitchens.

9. Tax Relief

9.1 In order to qualify for tax relief up to £8000 the relocation expenses must normally be incurred or the benefits provided before the end of the year of assessment following the one in which the employee starts the new job. The time limit may be extended by the Inland Revenue in exceptional circumstances, e.g. an employee has problems selling the old home.

9.2 Tax and National Insurance Contributions will be deducted at source for any re-location payments above £8000 or not claimed within the time limit detailed above. It should be noted that the £8000 limit is not an annual amount but covers the period in which allowances are claimed which may span over two tax years.

10. Equality

10.1 An Equality Analysis is available on this policy.

- 10.2 If any aspect of the relocation policy and procedure causes you difficulty on account of any disability that you may have, or if you need assistance because English is not your first language, you should raise this issue with HR, who will make appropriate arrangements.

Appendix 1

City of Wolverhampton Council

Scheme of Relocation Allowances Agreement

I _____ hereby confirm that I will be moving into the city boundary as a consequence of an offer of employment by the City of Wolverhampton Council.

My employment commenced on ____ / ____ / _____ from which date I will undertake to remove household within one year in order to receive allowances for removal and storage, legal and estate agent fees, disturbance/re-settlement expenses and for travel to new home on the day of removal, otherwise my entitlement to these allowances shall be lost and any monies which may have been paid in respect of them shall be re-payable to the City of Wolverhampton Council.

If, having benefitted from the scheme, I leave the employment of the Council on my own volition within two years of the above commencement date I will repay the relevant amount outlined in the policy.

Signed _____
Service Area _____
Date _____

Appendix 2

City of Wolverhampton Council

Claim for lodging allowance

Name: _____

Service area: _____

Pay Number: _____

Address of lodgings: _____

Address of residence: _____

I hereby claim reimbursement for lodging allowance and home visits in accordance with the authority's scheme for relocation allowances for the following period:

From _____ to _____ = _____ weeks

Lodging

Cost per week £ _____ Total cost £ _____

Home Visits

No of visits _____ Cost per visit £ _____ Total cost £ _____

TOTAL CLAIM £ _____

Signed _____

Date _____

Authorised _____

Date _____

Appendix 3

City of Wolverhampton Council

Claim for additional travel costs

Name: _____
Service area: _____
Pay Number: _____
Address: _____

This allowance is claimed as an alternative to temporary lodging.

I hereby claim reimbursement for additional travel costs in accordance with the authority's scheme based on second class return rail fare and/or bus fares:

Home → Wolverhampton → Home

Rail £ _____ Bus £ _____ Total £ _____

Mileage
From: _____ To: _____, No of Miles: _____, _____p/mile

Home → Previous Employment → Home

Cost per day £ _____

Excess claimed per day £ _____

From _____ to _____ = No of days claimed _____

TOTAL CLAIM £ _____

Signed _____

Date _____

Authorised _____

Date _____

City of Wolverhampton Council

Claim for removal, storage, legal and estate agent expenses

Name: _____

Service area: _____

Pay Number: _____

Previous address: _____

New address: _____

I hereby claim reimbursement for expenses incurred in accordance with the authority's scheme on removing my household from a location outside the city boundary to a location within the city boundary (receipts attached):

Removal expenses £ _____

Storage expenses from _____ to _____ £ _____

Travel allowance on day of removal £ _____

Legal fees £ _____

Estate Agent fees £ _____

Surveyors fees £ _____

TOTAL CLAIM £ _____

Signed _____

Date _____

Authorised _____

Date _____

City of Wolverhampton Council
Claim for disturbance/resettlement

Name:

Service area:

Pay Number:

Address:

I hereby claim reimbursement on incidental expenses incurred in removing residence in accordance with the authority's scheme of relocation allowances for the following items (receipts attached):

_____	£ _____
_____	£ _____
_____	£ _____
_____	£ _____

Sub Total £ _____

Amount Recovered £ _____

(Any resale value recovered from existing equipment will be offset against this claim)

TOTAL CLAIM £ _____

Signed _____ Date _____

Authorised _____ Date _____