

# RELOCATION EXPENSES SCHEME

## Terms and Conditions of Assistance

This scheme is provided to assist newly appointed officers in meeting the cost of relocation or additional expenses incurred as a result of taking up their appointment.

### 1. Eligibility and Entitlement

- (i) The Scheme applies to officers whose conditions of service are subject to one of the following negotiating bodies:
  - Joint Negotiating Committee for Chief Executives of Local Authorities
  - Joint Negotiating Committee for Chief Officers of Local Authorities
  - National Joint Council for Local Government Services
- (ii)
  - a) In order to qualify for payments under the scheme, an officer's existing residence must be more than 25 miles outside the Borough, and his/her new permanent residence must be within the Borough (but see 1(ii) b) below).
  - b) Officers on a temporary or fixed term contract for three years or less duration whose existing residence is more than 25 miles outside the Borough can opt not to permanently relocate, however in such cases the only allowances claimable are outlined in paragraph (v) below. Officers on such contracts who do wish to permanently relocate within the Borough will be eligible for the full scheme.
- (iii) The Scheme will apply to both householders and non-householders.
- (iv) The following may be claimed up to the limits stated:
  - a) **Removal Expenses** – 100% of costs incurred through moving furniture (including insurance and storage charges for up to 13 weeks) on the basis of the lowest of three tenders.
  - b) **Lodging & Travel Allowance** – Where an officer is living in temporary accommodation whilst necessarily maintaining an existing home, prior to relocating permanently, a lodging allowance of up to £100 per week for a period of up to 26 weeks may be claimed. Where an officer is separated from his/her family, payment for home visits on alternate weekends for up to thirteen occasions at standard rate rail fare, or mileage rate of 12.1p per mile, whichever is the cheaper, may also be claimed.

Certain posts may be eligible for temporary council housing accommodation (where available), by being designated as having 'Keyworker' status. Accommodation will only be considered where the employee intends to permanently relocate within the Borough and would be provided for a period not exceeding twelve months. In order for a post to be designated as having 'Keyworker' status, approval must be given by the Chief Executive and the Group Spokespersons for Housing & Community Care Services. Therefore, if you require temporary council housing accommodation, you must apply within six months of your date of appointment and you must, at the time of appointment, reside outside the Borough. The temporary tenancy (for a period of up to 12 months) will then form part of your terms and conditions of employment. Should you want to live in Council Accommodation on a permanent basis, you must

apply though the normal re-housing list. If you require any further details you should contact Personnel Services.

- c) **Additional Expenses** – An allowance may be claimed as a contribution towards legal expenses, estate agent fees, and all incidental costs associated with moving house.
  - d) An officer may claim a total sum up to 20% of the maximum of his/her salary on appointment, using the guidelines in a), b) and c) above. However, there is no automatic right to the maximum contribution and reimbursements will only be made where actual expenditure has been incurred.
- (v) **Officers on temporary or fixed-term contracts of three years or less duration** – such officers who live more than 25 miles outside the Borough and do not wish to permanently relocate within the Borough will be eligible to claim an allowance of up to £100 per week for a period of up to 26 weeks for either travelling costs or bed and breakfast. Travel allowance will be based on standard rate rail fare or a mileage rate of 12.1p per mile, whichever is the cheaper.

## 2. General Conditions

- (i) An officer claiming under this scheme will be expected to move within six months of the date of their appointment. In exceptional circumstances this period may be extended to twelve months on the authorisation of the Service Manager. Where such authorisation is given then the allowances stated in paragraph 1(iv)b) may be claimed for up to 52 weeks subject to the maximum stated in paragraph 1(iv)d).
- (ii) a) All officers on permanent contracts or temporary or fixed-term contracts for over three years, wishing to claim under this scheme will be required to sign a legal agreement undertaking to repay in full any payments made under the scheme if the officer leaves the service of this Council within two years of the date of the appointment.  
b) An officer on a fixed-term or temporary contract for three years or less will not be required to repay any expenses claimed under the scheme, providing he/she remains for the full period of the contract or a period of two years from the date of appointment (whichever is the shortest period).
- (iii) There is no automatic right to the maximum allowances stated. Expenses may only be claimed where actual expenditure has occurred.
- (iv) Should an officer make any claims under the scheme in respect of 1(iv)a), b) or c) and then later decide not to permanently relocate, but still remain in the employment of the Council, they will be required to repay any expenses claimed under the scheme.

NOTE: Allowances stated are updated from 1<sup>st</sup> April each year in line with the percentage increase pay award for NJC for Local Government Services (last updated 01.04.06). Mileage allowances are based on Casual User, lowest CC after 8,500 miles (last updates 01.04.06).