

Relocation Policy

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2	28/06/2021	<ul style="list-style-type: none">• Amendment to department titles• Section 3.4.1.2 bullet point 1 amended from applying to AfC Band 6 and above, to applying to AfC Band 8a and above• Section 6.1 maximum expenditure limit reduced from £8,000 to £5,000	Gemma Farley Felicity King Lawrence Anderson Sarah Oliphant

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1. Introduction

- 1.1. The policy defines who is entitled to claim relocation expenses from Queen Victoria Hospital NHS Foundation Trust (QVH), what the process is for making a claim and the conditions that apply to any payment or entitlements.
- 1.2. The aim of having such a policy is to attract the best possible talent to QVH by ensuring that the Trust shares some of the cost of relocating with the desired candidate and support those who have contractual terms specifying their place of residence.
- 1.3. These arrangements are made in line with eligible expense payments allowed by HMRC and in pursuit of Key Strategic Objective 5: *to maintain a well led organisation delivering safe, effective and compassionate care through an engaged and motivated workforce.*
- 1.4. Any decision regarding the payment of such expenses and the level at which they are paid is entirely a matter of discretion by the Trust, and nothing in this policy should be taken to confer or imply any entitlement to the payment of such expenses.

2. Definitions

- 2.1. Appointing Manager – a member of QVH management team with organisational authority in Budgetary Control and Establishment Control for the relevant job role
- 2.2. Approve – to support an initial application for it to be considered for final authorisation
- 2.3. Authorise – to commit to a contractual offering
- 2.4. Eligibility – the basis under which an individual is able to apply
- 2.5. HMRC – Her Majesty's Revenue & Customs
- 2.6. Main residence – as per Capital Gains Tax rules (see HMRC website)
- 2.7. QVH – Queen Victoria Hospital NHS Foundation Trust
- 2.8. AfC – Agenda for Change
- 2.9. HEE – Higher Education England
- 2.10. KSO – Key Strategic Objectives

3. Scope

- 3.1. This policy applies to potential new employees of the Trust who meet the below eligibility criteria:
 - 3.1.1. Arrangements and initial applications are made at the time of a conditional, substantive offer of employment
 - 3.1.2. The main residence of the prospective employee is currently more than 30 miles (or 1 hour travelling time) from the base hospital premises
 - 3.1.3. Expenses submitted are for relocating to a new main residence within a 15 mile radius (or 30 minutes travelling time) of the base hospital
 - 3.1.4. The conditional offer is for a 'business critical' role, such as:
 - 3.1.4.1. those found in national staff shortage occupations or those with a current risk highlighted on the Trust risk register
 - 3.1.4.2. those involving a high level of specialism, typically those found at the following grades:
 - AfC Band 8a or above
 - Very Senior Management

- Specialty Doctor grades
- Medical Consultant scale

3.1.4.3. Trust appointed junior doctors may receive limited expenses to cover the removal of furniture and personal effects to a maximum of £500 (pro-rata/annum).

3.1.5. Note that trainee doctors in a post appointed to by Health Education England (HEE) are entitled to claim relocation expenses. Please contact QVH Medical Education Manager for more information.

3.2. Any scope and level of financial assistance for each case will be determined by the Director of Workforce, in conjunction with the relevant Executive Director at the time of offer. The granting of assistance with relocation expenses is entirely at the discretion of the Trust and no entitlement to such assistance should be inferred from this policy.

4. Roles and Responsibilities

Appointing Manager

- 4.1. To consider whether a given role may be eligible to attract a relocation expenses package, and in discussion with the Resourcing Manager ensuring this is referenced in job advertisements to attract the best possible talent
- 4.2. To discuss the option for eligible roles with relevant candidates, referring to this policy as necessary
- 4.3. To seek appropriate authorisations for the initial application, agreement and any subsequent expenses in line with this policy and not enter into any agreement directly

(Prospective) Employee

- 4.4. To make an initial application and any subsequent expenses in line with this policy
- 4.5. To understand and enter a relocation agreement whereby a proportion of expenses is repayable if they voluntarily leave employment within 2 years
- 4.6. To disclose any other source of relocation assistance, including that paid to any other member of their household. Failure to disclose the receipt of other relocation assistance would be viewed seriously by the Trust and may lead to disciplinary action
- 4.7. To produce original receipts/documentation as proof of the actual expenses connected with their move, including proof of sale and purchase of a property.
- 4.8. Inform their manager and the Trust should circumstances change, for example no longer selling their original property, as this can affect their eligibility for relocation expenses and may result in a variation to the agreement

Executive Directors

- 4.9. To ensure managers within their remit are aware of their responsibilities under this Policy
- 4.10. To evaluate the business benefits of any initial application and approve only those that contribute to the Trust's Key Strategic Objectives

Workforce Services team

- 4.11. To provide guidance to managers in determining whether a role may be eligible for a relocation package
- 4.12. To support managers and prospective employees with completing appropriate documentation
- 4.13. To issue confirmation of level of eligible expenses in consultation with the Director of Workforce and draft a relocation agreement
- 4.14. To process expense claims in line with this policy, ensuring appropriate receipts are copied (and counter-signed) as appropriate evidence and returned to the individual for their tax records
- 4.15. Upon receipt of a Leavers Form, to check the internal database as to whether any proportion of relocation expenses is repayable if the individual is voluntarily leaving the employment of the Trust within 2 years

Director of Workforce and Organisational Development

- 4.16. To evaluate the business benefits of any initial application and authorise only those that contribute to the Trust's Key Strategic Objectives
- 4.17. To ensure a consistent approach and interpretation of this policy and eligibility is taken, paying particular attention to equality impact areas

5. Eligible claims

- 5.1. Cost of sale of your existing home (or of a proposed disposal which falls through), up to £2,500, such as: -
 - Legal expenses connected with the disposal of the employee's interest in the former residence
 - Any penalty for redeeming any mortgage
 - Estate agent's or auctioneer's fees
 - Costs of advertising
 - Any continuing commitments whilst the house remains empty and on the market, at a reasonable price, following relocation to the new area (for example, council tax, water rates etc. but excluding mortgage payments) to a maximum of 12 months.
- 5.2. Costs of acquiring a new home (or of a proposed acquisition which falls through for reasons outside of your control, or where you have good reason to pull out), up to £4,000, including:
 - Legal fees and services
 - Loan arrangement costs and mortgage indemnity premiums
 - Structural surveys and valuations
 - Stamp Duty and Land Registry fees
 - Connection fees for gas, electricity, water and telephone supplies.
- 5.3. Costs of moving household furniture and effects including for rental properties, up to £1,000 such as: -
 - Packing and unpacking

- Temporary storage, if you do not move directly from the old residence to the new (up to a maximum of 3 months)
- Insurance specially taken out to cover goods in transit or in temporary storage
- Removing and refitting domestic goods
- Moving ordinary domestic pets

5.4. Travel and other costs including for rental properties, up to £2,000 for:

- Family visits to the new location
- Family travel when the actual house move takes place
- Excess travel and accommodation, if you have to commute (daily, weekly, etc.) temporarily to your new place of work (if you move to your new home after you move your job) or to your old place of work (if you move to your new home before you change jobs)
- Temporary accommodation provided for you at the new location if you leave your old home before you can occupy your new home to a maximum of three months.
- Travel between the old home and the temporary accommodation
- Reasonable costs of replacing domestic goods such as carpets, curtains and cookers because the goods used in your old home are unsuitable for installation in your new home, less any amount you received for the replaced goods up to 10% of the total allocation.

5.5. Claims must be made before the end of the UK tax year after the one in which the move took place

6. Financial arrangements

- 6.1. A maximum expenditure limit of £5,000 may be granted to cover eligible claims detailed in Section 5 of this Policy. The Director of Workforce, in consultation with the relevant Executive Director, will consider the initial application from the prospective employee and decide the ceiling in each case. The nature of the relocation and receipt of any other relocation assistance by the prospective employee (and/or by another member of the household) will affect the amount granted by the Trust
- 6.2. Authorisation should be agreed prior to finalising the offer to the successful applicant and the amount confirmed in the letter found in **Appendix 1**, which should be sent to the applicant by the Resourcing team.
- 6.3. Relocation expenses will be funded from the Appointing Manager's budget.
- 6.4. Reimbursement will not be made until the employee starts in post, and cannot be payable in advance.
- 6.5. Any expenses incurred before written confirmation has been received are incurred at the employee's risk and may not be reimbursed.
- 6.6. All expenditure must be supported by original receipts (with the exception of excess travel expenses).
- 6.7. Any employee receiving removal expenses will be required to sign an agreement to repay the amount of relocation expenses claimed, in full or in part, should they voluntarily leave the employment of QVH within a two-year period as set out in the table below.

Period within which the employee voluntarily leaves QVH	Percentage repayable by the employee
up to 12 months employment	100%
between 12 – 24 months	50%

7. Appeals

- 7.1. If an employee feels that they have been treated unfairly in relation to relocation expenses provisions they may pursue this matter as a grievance in accordance with the Trust’s Grievance Policy. This starts with informal discussion with the Appointing Manager in this instance, escalating to formal procedures if required.

8. Training and Awareness

- 8.1. This policy will be held on Qnet, the Trust Intranet, under Trust Policies and Procedures/ Human Resources.
- 8.2. Appointing Managers will be made aware of this policy through the Trust’s Recruitment & Selection training that will be provided to ensure compliance.
- 8.3. (Prospective) employees will be made aware of their eligibility to be considered under this policy as part of job advertising and attraction methods.
- 8.4. Further information and support for both (prospective) employees and managers is available from the Workforce Services team qvh.workforceservices@nhs.net

9. Equality

- 9.1. This policy and protocol has been equality impact assessed in accordance with the Trust’s impact assessment toolkit, completed assessments are available upon request from qvh.eqia@nhs.net

10. Freedom of Information

- 10.1. Any information that belongs to the Trust may be subject to disclosure under the Freedom of Information Act 2000. This act allows anyone, anywhere to ask for information held by the Trust to be disclosed (subject to limited exemptions). Further information is available in the Freedom of Information Act Trust Procedure which can be viewed on the Trust Intranet.

11. Review

- 11.1. This policy will be reviewed in 3 years’ time. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance.

12. Discipline

- 12.1. Breaches of this policy will be investigated and may result in the matter being treated as a disciplinary offence under the Trust’s Disciplinary Policy and Procedure.

13. Monitoring Compliance with this Policy

Activity being monitored	Methodology to be used for monitoring	Responsibility for monitoring	Frequency of monitoring and reporting	Process for review and improvement

14. References

14.1. HMRC Guidance: <https://www.gov.uk/expenses-and-benefits-relocation>

14.2. Health Education England guidance: <http://www.lpmde.ac.uk/training-programme/training-matters/relocation-and-excess-travel-claims/relocation>

Appendix 1: Initial Application

Appointing Manager to complete

Appointing Manager:	Budget Code Charged:
Claimant Job Title:	Executive Director name:
Claimant Grade:	Executive Director approval (signed): (dated:)

(Prospective) employee to complete

This form must be submitted to the Appointing Manager prior to any cost commitment being made, and is required before any decision can be made as to your eligibility for a relocation package and the extent of an offer.

Previous/Current Address:	I am an existing home-owner and will be selling this residence: Yes / No
	I will be purchasing a new home and will be listed as a home-owner: Yes / No
	I request assistance in moving furniture and personal effects: Yes / No
	I request assistance to relocate dependents (family, partner or other next of kin) to the new residence as I will not be a sole-occupier: Yes / No
	I request assistance with temporary accommodation while I find a suitable property: Yes / No

I confirm my intention to apply for assistance with relocation expenses actually and necessarily incurred by me in connection with my new appointment. I confirm that I will be seeking a new main residence within a 15 mile radius (or 30 minutes travelling time) of Queen Victoria Hospital, East Grinstead.

I understand that, if I leave the employment of the Trust within two years, I am liable to repay a proportion of expenses in line with the Trust Relocation Policy. I give any express authority for any such deduction to be made from salary payments otherwise due to me if I leave within two years of commencement.

I confirm that I or other household members are not and will not be in receipt of payments from any other source in connection with removal or relocation expenses. I understand that any attempt to fraudulently claim removal or relocation expenses may lead to an investigation by the local Counter Fraud Specialists.



I understand that my employer will not deduct tax and National Insurance from payments that qualify up to the maximum set by the HMRC in accordance with current tax rules, and I accept any tax liabilities arising as my personal responsibility.

Signed:	Date:
Print Name:	

Please return to the QVH Workforce Services Team
qvh.workforceservices@nhs.net

**Employee Services & E-Systems Manager / Director of Workforce & OD
authorisation**

Name:	Date:
Signature:	Relocation expense limit:

Appendix 2: Template confirmation letter

Date

Personal and Confidential

Name
Address

Dear

Re: Relocation Allowance

Firstly, thank you for choosing Queen Victoria Hospital NHS Foundation Trust as the basis of your new home! I am pleased to confirm the offer of a relocation package to assist you with the costs you are expecting to incur as you move to the local area.

In accordance with your initial application, you will be entitled to a maximum allowance of £..... subject to the provisions for payment set out in the Trust's Relocation Policy.

As per your initial application, please note that in the event of you choosing to leave the employment of the Trust within two years of taking up your appointment, you will be required to repay a proportion of the allowance.

In line with current HMRC rules on relocation packages, this allowance will not be subject to tax and National Insurance deductions provided it is used to cover such expenses as outlined within the rules that can be found at <https://www.gov.uk/expenses-and-benefits-relocation>. In order to be reimbursed for these expenses, you will need to submit original bills or receipts. Please ensure that you retain these for this purpose, and that your claim is made before the end of the tax year after which you incur these expenses. The form for you to complete your claim can be found on the Trust intranet.

Welcome to the QVH team.

Yours sincerely

Employee Services & E-Systems Manager

Appendix 3: Removal and Relocation Expenses Claim Form

Name:						
Job Title:						
Address:						
Receipts Attached:		Yes	No		Yes	No
	Solicitors' Fees			Estate Agents' Fees		
	Land Registry			Stamp Duty		
	Survey			Mortgage Application Fees		
	Removal Expenses			Rented Property		
	Visits to Area					
Other (please specify)						
<p>I confirm these expenses actually and necessarily incurred by me in connection with my new appointment and are related to my new residence within a 15 mile radius (or 30 minutes travelling time) of Queen Victoria Hospital, East Grinstead.</p> <p>I understand that, if I leave the employment of the Trust within two years, I am liable to repay a proportion of expenses in line with the Trust Relocation Policy. I give any express authority for any such deduction to be made from salary payments otherwise due to me if I leave within two years of commencement.</p>						
Signature:				Date:		

Budget-holder approval

Name:	Date:
Signature:	Cost code:

Workforce Services team

New address within 15 miles of contractual base Yes / No		Relocation expense limit from Initial Application £	
Name:	Signature:	Date:	
Director of Workforce authorisation:	Signature:	Date:	