

Board Relocation Policy

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DOCUMENT CONTROL		POLICY NO.	
Policy Group	<i>Human Resources</i>		
Author	Margot Martin	Version no.	1
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**NHS DUMFRIES & GALLOWAY RELOCATION POLICY
(Your entitlement at a glance)**

£10,560 is the maximum reimbursement which is available in accordance with the following headings.

£8000 is the tax limit therefore, anything reimbursed above this amount will be taxed.

Cost incurred	Maximum reimbursement
House sale/purchase fees	£4,700
Preliminary visits to area x 2	Mileage + Subsistence
Temporary accommodation i.e. rent (<i>where have another commitment</i>) for 6 months	£3300
Removal / storage of furniture & effects	£1000
Miscellaneous allowance	£1100

There are conditions which must be met for all of the above reimbursement entitlements therefore, it is important that the above is read alongside the full policy when a claim is being prepared.

A copy of the full policy is available on the intranet in the Services Section – Workforce – Policies.

Or from the HR helpline which is:
HR Helpline ext 34888 or via switchboard 01387 246246
Email dumf-uhb.hrequiries@nhs.net
Recruitment Helpline (general and medical) ext 32757 or 01387 272757

1. **Statement of Policy**

It is the policy of NHS Dumfries & Galloway to ensure that a relocation package is normally made available to new or transferring staff where management is satisfied that the employee is required to relocate to take up the appointment.

The implementation of this policy to hospital medical and dental staff or doctors in community medicine in the Community Health Service, or Dentists working in the Community Dental Services and Dental Public Health is subject to any modification set out in their respective Terms & Conditions of Service agreements.

2. **Scope**

To provide financial assistance to new or existing employees who, as a result of taking up employment with NHS Dumfries & Galloway, are required to relocate either;

- In order to fulfil the contractual commitments of the post, or
- Where in the opinion of NHS Dumfries & Galloway that, their current home is not within a reasonable daily commuting distance of their base Hospital

3. **Eligibility**

In order to be eligible for the full range of financial assistance offered the following criteria must be satisfied:

- Employment is to a permanent post which has been agreed by the General Manger for this service is eligible for relocation reimbursement
- Contract of employment is for two years or more.
- As a general rule new property will normally be within a reasonable daily commuting distance.
- Documentary evidence is submitted that expenses have been incurred.
- A signed undertaking will be given to remain in the employment of NHS Dumfries & Galloway for two years from the date of commencement of employment, prior to any reimbursement being made.
- The relocation process must be completed within 12 months, from date of commencement of employment.
- Staff purchasing or selling property jointly, other than with a spouse/partner, will only be entitled to their proportion of the relocation expenses.

- Medical staff whose contract of employment is for a period of less than 2 years will be entitled to reimbursement of the cost of removal of personal effects – see appendix 1 in relation to junior doctors.

4. Discretion

It is expected that the provisions contained within this policy will be sufficient to offer a reasonable relocation package to meet most individuals' needs. However, NHS Dumfries & Galloway accept that there may be occasions on which it will be necessary to exercise discretion regarding the scope of application of this policy. Such discretion will normally apply taking account of individual circumstances and the needs of the organisation.

Any variation to these terms and conditions must be approved by the Workforce Director and the Director of Finance.

5. Application Procedure

Employees commencing employment in a post which is deemed eligible for relocation will be informed of this during the appointment process. When it has been established that relocation will be necessary an application form and a copy of the policy will be provided outlining the relocation package.

The application will then be submitted to HR department for approval and reimbursement.

6. Level of Assistance

NHS Dumfries & Galloway will undertake to reimburse reasonably incurred expenses associated with relocation to the area supported by receipted invoices. The level of assistance given is not intended to fully compensate the employee for all expenses incurred and will normally be contained within an upper limit of £10,560. **However, any amount in excess of £8,000 is subject to Income Tax, payable by the employee at source.**

Where individuals intend to purchase property only, i.e. keeping their property in the old area, this must be declared on their Application for Relocation Expenses form.

The Inland Revenue defines relocation expenses as “those costs reasonably and necessarily incurred in disposing of your old residence and moving to a new residence”.

8. Reasonable Incurred Expenses

The following categories constitute that area of incurred expenditure that satisfy the terms of the NHS Dumfries & Galloway.

8.1 Removal & storage of furniture & effects

Costs associated with the removal and storage of furniture and personal effects, and the insurance of goods whilst in transit or storage will be reimbursed following the submission of three quotations. The level of reimbursement will be limited to the lower of the quotations submitted up to a maximum of £1000.

8.2 House sale & house purchase

NHS Dumfries & Galloway will reimburse for the following receipted costs incurred with selling a property:

- Estate Agency Fees
- Advertising
- Conveyancing Fees and Outlays
- Mortgage Redemption Charges

In addition NHS Dumfries & Galloway will reimburse for the following receipted costs:

- Survey Reports: Up to two survey reports and one specialist survey if required.
- Solicitors Fees and outlays associated with the transaction.
- Stamp Duty

Reimbursement for house sale and purchase expenses will be paid up to maximum of £4700.

8.3 Bridging Loan or continuing commitment allowance.

In all cases reimbursement for bridging loan interest charges (net after tax relief) may be made in full for up to six months where the Board is satisfied that employees have acted reasonably in committing themselves to the purchase of a house in the new area before having arranged for the sale of their old accommodation.

Reimbursement may be made only to the extent that the charges do not exceed the reasonable cost of arranging such finance from normal commercial sources. Charges incurred in arranging bridging finance do not qualify for reimbursement as expenses in connection with mortgage.

Employees who unavoidable incur regular expenses in respect of the accommodation they previously occupied in the old area, concurrently with accommodation expenses in the new area, may be given assistance with mortgage or rent payments up to maximum of £3300 (including bridging loan payments) or for 6 months, (whichever occurs soonest).

8.4 Preliminary visits – 2 maximum

Claims are permitted for reimbursement of reasonable costs of travel for journeys to and from home to new area during the search for a new property. Where the cost of travel exceeds the cost which would have been incurred had the journey been undertaken by car then expenses will be restricted accordingly. Car Mileage rate will be that advised at the time as Public Transport Rate.

In addition, the cost of Bed & Breakfast accommodation for the employee, employee's partner and dependants will be met for a maximum of two area visits. The level of reimbursement will be restricted, currently to £55 per night per family or £30 per night for employee only. Meals will be reimbursed subject to a current maximum of £20 per person per 24-hour period.

8.5 Temporary Accommodation

Where the employee is unable to move home prior to commencing employment, or where commuting is not reasonably practical, accommodation if available, can be provided within the hospital residency complex. A charge will be made for this accommodation and can be reclaimed as part of relocation allowable expenses. Alternatively an equivalent sum can be claimed to offset the cost of private rented accommodation in the new area. This arrangement would normally be approved for a period of up to 6 months.

While employee is resident in temporary accommodation travel costs associated with weekly visits home will be made. Reimbursement of travel costs will be made on the same basis as that described in 8.5 above. This arrangement would normally be approved for a period of up to 6 months.

Where it is not convenient for an employee to take up temporary accommodation and where daily commuting is agreed to be sustainable and reasonable, daily travel costs will be reimbursed at Public Transport Rate (currently 24p per mile). It will be necessary to seek the approval of the HR department prior to submitting claims for expenses incurred. This arrangement would normally be approved for a period of up to 6 months.

8.6 Supervision of Removal

One single journey to supervise the removal of furniture and personal effects from the old property, or from storage, to the new property is permitted. Expenses will be reimbursed at the level of Public Transport mileage rate. In the event that overnight accommodation is required for employee, partner or dependants then the costs can be reimbursed on the same basis as described in section 8.4.

8.7 Miscellaneous expenses grant

This allowance is intended to be used to replace domestic items which cannot be removed from the old home or which are unsuitable to the new home. The maximum expense allowed is £1100 subject to the following

Employees moving into and out of unfurnished accommodation or employees moving from furnished to unfurnished accommodation

Single employee	£280
Single householder	£560
Employee with partner	£840
Employee with partner & one or more children	£1100

Employees moving into and out of furnished accommodation or employees moving from unfurnished to furnished accommodation

Single employee	£140
Single householder	£280
Employee with partner	£420
Employee with partner & one or more children	£550

9. Claiming Expenses

Claims in respect of expenditure incurred against any of the allowable conditions must be made using the appropriate expense claim form (appendix 2).

The appropriate receipts, receipted invoices, must accompany all claims or original invoices. The HR Representative handling the relocation, who will verify that the claims made satisfy the conditions laid down, must countersign expense claims. Expenses will then be processed via the Expenses section of the Finance Department and will normally be repaid by cheque to the claiming employee.

Where discretion has been applied to vary the limits set out, all excess claims must be verified and countersigned by the Workforce Director and the Director of Finance.

All amounts shown are the maximum payments under each heading. Any underspend under one heading cannot be transferred to another.

Where a member of staff who is eligible for relocation, makes a claim in accordance with this policy and is the partner of a member of staff who is also eligible for relocation reimbursement from NHS Dumfries & Galloway, only one claim can be made.

10. Inland Revenue Tax Regulations

The maximum level of expenditure permitted under current Inland Revenue Regulations, which will not incur a tax liability, is £8,000.

Any benefits approved in excess of this amount are subject to PAYE tax and must be declared by the employee in any Income Tax Liability such as a Self-Assessment.

11. Time of claims

Claims must be with the HR department by the start of the 12th month of employment.

12. Undertaking

Employees must sign an undertaking agreeing to adhere to the conditions contained within the policy. Where staff leave the employment of NHS Dumfries & Galloway within 2 years of taking up their post then they will be required to repay a proportion of the relocation expenses relative to the period of service completed, e.g. after 12 months service 50% of total will be repayable.

**APPENDIX 1
NHS DUMFRIES & GALLOWAY
RELOCATION REIMBURSEMENT CLAIM FORM**

SECTION 1 – PERSONAL DETAILS

Name:	FOR OFFICE USE ONLY
Designation appointed to:	
Department appointed to:	
Grade / Band appointed to:	
Salary if known:	
Start date with NHS Dumfries & Galloway:	
Contract type (<i>please circle</i>): Permanent Fixed term Part time Full time If fixed term duration?	
Current / Permanent address (<i>address moving from</i>): Please circle whether: owner / occupier, rented / furnished, rented / unfurnished	
Who is moving to Dumfries & Galloway with you? Partner YES / NO Dependants YES / NO IF YES... How many? Ages??	
Previous employer:	
Previous grade:	
Previous salary:	

SECTION 2 – CLAIM

REMOVAL OF FURNITURE & EFFECTS	FOR OFFICE USE ONLY
Give details of 3 estimates taken and confirm that invoice for one of quotes is attached to this claim form. Quote 1 _____ Quote 2 _____ Quote 3 _____	
STORAGE OF FURNITURE & EFFECTS Give details of 3 estimates taken and confirm that invoice for one of quotes is attached to this claim form. Quote 1 _____ Quote 2 _____	

Quote 3 _____	£1000 MAXIMUM
<p>HOUSE PURCHASE</p> <p>If you have purchased a property because of your new appointment please confirm the price paid for the house:£_____ (<i>evidence of this must be provided</i>) If claiming for charges, legal expenses, survey fees mortgage fees please confirm that evidence of these charges are provided YES / NO</p> <p>Amount being claimed: £_____</p>	
<p>HOUSE SALE</p> <p>If you have sold a property because of your new appointment please confirm the selling price £_____ (<i>evidence of this must be provided</i>). If claiming for charges, legal expenses, survey fees please confirm that evidence of these charges are provided YES / NO</p> <p>Amount being claimed: £_____</p>	£4700 MAXIMUM
<p>BRIDGING LOAN</p> <p>Are you claiming interest charges (net after income tax relief) on a bridging loan? YES / NO If YES please confirm that evidence of this is provided YES/ NO</p> <p>Amount being claimed: £_____</p>	
<p>CONTINUING COMMITMENT ALLOWANCE</p> <p>If you are continuing to make regular payments for rent / mortgage in respect of your accommodation in old area as well as property in Dumfries & Galloway please confirm that you have provided evidence of this YES / NO</p> <p>Amount being claimed: £_____</p>	£3300 MAXIMUM
<p>MISCELLANEOUS EXPENSES GRANT</p> <p>Please confirm that you have provided receipts or invoices for any claims being made in accordance with this section YES / NO</p> <p>Amount being claimed: £_____</p>	£1100 MAXIMUM SUBJECT TO SECTION 8.7 OF POLICY
<p>PRELIMINARY VISITS (2 MAXIMUM)</p> <p>Please confirm, if you made the journey YES / NO If YES please confirm the following details: Date & time left home:</p>	

Date & time arrived back home: Who came on the visit (<i>from your family</i>): Miles claimed: _____ Subsistence claimed: _____ (<i>evidence should be provided</i>)	
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<p>JOURNEY TO SUPERVISE THE REMOVAL</p> <p>Please confirm if you made this journey YES / NO If YES please confirm the following details: Date & time left home: Date & time arrived back home: Who came on the visit (<i>from your family</i>):</p> <p>Miles claimed: _____ Subsistence claimed: _____ (<i>evidence should be provided</i>)</p>	
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<p>TEMPORARY ACCOMMODATION</p> <p>If you have not obtained permanent accommodation and you have stayed in temporary accommodation please confirm that you have provided evidence of this YES / NO</p> <p>Amount claimed £ _____ (<i>Covering a maximum of 6 months</i>)</p> <p>TRAVEL HOME AT WEEKENDS</p> <p>If you have not relocated permanently and have travelled home at weekends please detail dates and miles being claimed: (<i>Covering a maximum of 6 months</i>)</p>	
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Dates:	Miles Claimed:
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TOTAL CLAIM MADE (to be completed by applicant)

TOTAL CLAIM PAID* (to be completed by HR staff)

** Where the claim paid does not match the claim made, the authorising officer will contact the applicant to explain the reasons for this.*

Section 3 - Declarations & Undertakings

I confirm that any expenses I may claim in connection with this application will have been incurred as a result of the removal of my home and are not recoverable in full or in part from any other source.

I also agree, in completing this declaration and undertaking, to comply with terms set out in the NHS Dumfries & Galloway Relocation Policy.

I confirm that I have attached invoices, receipts and confirmations for all claims made in the attached form.

In making application for expenses related to my move to this area, I understand that if I should leave the service of the NHS Dumfries & Galloway within a period of **two years** from the date of taking up duty, for any reason other than those covered by my conditions of service, I will be required to repay on demand the whole or part of the expenses I have been paid on a directly proportionate basis related to the period of service completed.

SIGNED: _____

DATE: _____

Please forward to HR department, High East Crichton Hall.

Approval – For office use only

Application Approved By: _____

Date: _____

For Office use only:

MONITORING FORM

Policy / Strategy Implications	<i>Will support recruitment & retention policies and requirements. Is in accordance with standing financial instructions.</i>
Staffing Implications	<i>Should ideally save staff time completing the forms and analysing their entitlement since the layout is clearer. Should save HR time administering the forms and answering basic queries.</i>
Financial Implications	<i>N/A same entitlements are previously.</i>
Consultation	<i>Minimal as no change to entitlements although new design of policy has been given to staff side for approval prior to submission.</i>
Consultation with Professional Committees	<i>N/A</i>
Risk Assessment	<i>N/A</i>
Best Value	<i>N/A</i>
Sustainability	<i>N/A</i>
Compliance with Corporate Objectives	To ensure that NHS Dumfries and Galloway has an engaged and motivated workforce that is supported and valued in order to deliver high quality service and achieve excellence for the population of Dumfries and Galloway.
Single Outcome Agreement (SOA)	
Impact Assessment	

CORPORATE AIMS

Our Purpose:

- to deliver excellent care that is person-centred, safe, effective, efficient and reliable.
- to reduce health inequalities across Dumfries and Galloway.

Our Outcomes:

- Improved outcomes for patients that reflect learning from patient experience in order to ensure a person-centred focus is maintained.
- Improved staff experience; and health and wellbeing of staff.
- The delivery of continuous quality improvement and sustainability through services that are effective and efficient.
- All children have the best possible start in life through a variety of interventions, sometimes targeted at vulnerable groups.
- A population in Dumfries and Galloway who are enabled and assisted to have more control over all aspects of their life, health and wellbeing.

CORPORATE OBJECTIVES

1. To reduce health inequalities across NHS Dumfries and Galloway.
2. To promote and embed continuous quality improvement by connecting the range of quality and safety activities which underpin delivery of the three ambitions of the Healthcare Quality Strategy, to deliver a high quality service across NHS Dumfries and Galloway.
3. To review the model of service delivery across Dumfries and Galloway to deliver person-centred services as close to home as clinically appropriate.

4. To ensure that NHS Dumfries and Galloway has an engaged and motivated workforce that is supported and valued in order to deliver high quality service and achieve excellence for the population of Dumfries and Galloway.
5. To maximise the benefit of the financial allocation by delivering clinically and cost effective services efficiently.
6. Continue to support and develop partnership working to improve outcomes for the people of Dumfries and Galloway.
7. To meet and where possible, exceed goals and targets set by the Scottish Government Health Directorate for NHSScotland, whilst delivering the measurable targets in the Single Outcome Agreement.

Delivery of these objectives should always be tested against the principles of

- **Best Value (see below)**
- **Patient Focus Public Involvement**
- **Partnership Working**

Best Value Themes

Best value is grouped into five themes and two cross-cutting themes.

Vision and Leadership

- *commitment and leadership*
- *responsiveness and consultation*
- *sound governance at a strategic and operational level*

Effective Partnerships

- *joint working*
- *responsiveness and consultation*

Governance and Accountability

- *responsiveness and consultation*
- *commitment and leadership*
- *accountability*

Use of Resources

- *sound management of resources*
- *use of review and options appraisal*

Performance Management

- *sound governance at a strategic and operational level*
- *responsiveness and consultation*

Equality

- *Equal Opportunities arrangements*

Sustainability

- *a contribution to sustainable development*