

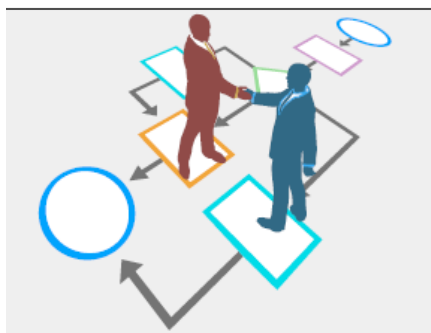
OD & HR POLICIES

Organisational Development & Human Resources

RELOCATION

POLICY

10 JUNE 2009 – VERSION 1



1. SCOPE

- 1.1 The Relocation Policy relates to appointees to Dumfries and Galloway Council who are required to take up residence at an approved location within the administrative area of the Council, and incur a move of at least 30 miles for the purposes of employment.
- 1.2 The Policy will only normally apply to posts graded AP3 (or equivalent) and above, and in each case it will be for the Head of the Recruiting Department to decide at the recruitment planning stage whether Relocation payments are to be offered.
- 1.3 National Conditions of Service cover compulsory transfer of existing staff within an Authority. The Relocation Policy does not apply in such circumstances.

2. PRINCIPLES

- 2.1 The intent of the Relocation Policy is to assist in the recruitment of skilled and qualified staff, by minimising financial detriment incurred by people moving to the area.
- 2.2 The Council believes that people who draw their income from the local resource should demonstrate their commitment to the community by residing within Council boundaries. Employees should contribute to the local economy and be reasonably available to respond when contacted, in order to ensure service quality.
- 2.3 Relocation payments aim to encourage

permanent residence. If an employee leaves the Council within 24 months of his/her date of commencement of employment, any expenses paid under the Relocation Scheme will be repayable in full, subject to deduction of one twenty-fourth for each completed calendar month served.

- 2.4 For the same reason, the Policy will not apply to temporary recruits, except where the employment contract will subsist for a minimum of 24 months.
- 2.5 Claims made under the Relocation Scheme must relate to legitimate expenditure actually incurred. They must be accompanied by appropriate receipts and invoices, and should normally be made within 24 months of commencement of employment.

3. RELOCATION SCHEME PROVISION

- 3.1 Expenses will normally be authorised ***up to a maximum of £5,000 inclusive of VAT*** at the discretion of the Head of the Recruiting Service. Where exceptionally a higher maximum is thought to be warranted for a particular post, this must be authorised by the relevant Committee: no package may in any circumstances exceed £7,000 (inclusive of VAT).
- 3.2 To reflect the principles of the Policy, certain limits apply to *maxima* claimable under the headings of Interim Travel, Temporary Accommodation and Disturbance/Incidental Expenses. However, the whole amount of the Relocation package may be claimed in respect of the costs of buying and

selling a home and removal expenses.

3.3 (i) Interim Travel - Reimbursement of expenses up to a **maximum of £500 inclusive of VAT** in connection with travel between the Council area and the employee's existing home.

(ii) Temporary Accommodation –
Where an employee has to occupy temporary accommodation to enable him/her to take up post reimbursement costs will be **limited to £1500.00**.

(iii) Home Buying and Selling Expenses - 100% of the cost including VAT or buying and/or selling a home. Legitimate costs include mortgage redemption fees, legal fees, estate agent fees, advertising costs, survey costs and stamp duty.

(iv) Removal Expenses - 100% of the cost including VAT of removal of furniture and effects, in-transit insurance, storage and insurance. Payments will be made on **the lowest** of three competitive tenders, though the employee may elect to use another contractor and bear the additional cost.

The cost of self-drive may be authorised on the basis of invoices covering hire charge, insurance and fuel, provided this does not exceed the lowest tender from removal by contractor.

Only one removal, which must be within the British Isles, is permitted. Removal of motor vehicles is not eligible.

(v) Disturbance/Incidental Expenses - Reimbursement of expenses up to a **maximum of £1,000 inclusive of VAT**, in respect of alteration, refitting or purchase of curtains, fixtures and fittings, floor coverings, essential gas and electrical appliances, telephone connections and postal redirection.

Such expenditure must be authorised by the head of the recruiting service as being a reasonable and necessary item in establishing a home.

4. DOCUMENTATION

- 4.1 Claims will be submitted on a standard form, to which any relevant receipts/invoices will be attached.
- 4.2 Employees will declare that expenditure has been incurred in line with the Scheme's requirements.
- 4.3 The claim form will require the clear agreement of employees that if they leave the Council's service within 24 months of appointment, any repayment may be deducted from pay or other outstanding monies due to them.

HR & OD POLICIES

Human Resources & Organisational Development



Document History

Policy

Version	Revision Date	Previous Revision Date	Summary of Changes
1	10 June 2009	N/A	

Committee Approval

Version	Committee	Committee Date
1		10 June 2009

Distribution

The approved version of this document is distributed to:

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