



RELOCATION ASSISTANCE SCHEME April 2019

Recruiting Managers will give the business case for offering relocation assistance in the recruitment request to Corporate Leadership Team. The business case will be on the need to source applicants from a 'national pool' over 25 miles from the base location, or where there has been a proven difficulty to recruit.

The scheme is intended to give assistance towards relocation expenses subject to limits and conditions and repayment terms and conditions. Amounts will be reviewed periodically.

The total amount claimable is capped at £6,000 to give the claimant the flexibility to claim more for legal fees if not lodging/renting is not required or the claimant chooses to self-move etc.

1. ALLOWANCES

1.1 Removal Expenses

Up to 100% of the lowest of three tenders (one move only), up to a maximum of £1,110 excluding VAT (or 100% of the cost as long as the £6,000 cap for all relocation assistance is not exceeded). Storage and packing will not be reimbursed.

If preferred, the costs of vehicle hire and fuel costs for self-removal will be paid. (The Human Resources Manager must be satisfied that quoted costs for this option are reasonable and do not exceed the cost of a professional removal company).

Receipts for proof of payment must be produced in all cases.

1.2 Lodging Expenses

Either £28 per day for up to 5 nights per week in respect of lodging, plus travelling expenses for one return journey per week at 2nd class rail fare or equivalent mileage at 45p per mile, actually incurred for a period not exceeding 3 months.

Or temporary **rented** accommodation up to a maximum of £607 per calendar month towards rent for a period not exceeding three months with one 2nd class rail fare each month or equivalent mileage at 45p per mile.

Receipts for proof of payment must be produced in all cases, including public transport tickets.

1.3 Travelling Expenses

No travelling expenses payable other than those stated above.

1.4 Legal & Estate Agent's Fees (including Disbursements, Stamp Duty and Surveyor's Fees)

Maximum of £ 3,000 or actual approved expenses, (or 100% of the cost as long as the £6,000 cap for all relocation assistance is not exceeded).

1.5 Disturbance and 'Settling In' Allowance

No allowance is paid for disturbance and settling in.

2. SCHEME CONDITIONS

The above allowances are payable subject to the following conditions, with the move being made from a permanent residence outside a 25 mile radius of the employee's normal place of employment, to a permanent residence situated within a 15* mile radius of the employee's normal place of employment for environmental and safety of a reasonable commute to work:

2.1 Removal Expenses

The removal company's invoice should be made out to Derbyshire Dales District Council and itemised. Where the District Council is unable to recover the VAT, for example the employee pays the removal company direct, the amount reimbursed will be net of VAT.

2.2 Temporary Accommodation Expenses

This allowance can be claimed only whilst the claimant is also maintaining a residence (either rented or owned) at a distance exceeding 25 miles from the claimant's new place of employment.

2.3 Legal & Estate Agents Fees

In order to claim reimbursement of these expenses, the residence purchased must be either situated within a 15* mile radius of the employee's normal place of employment.

The residence must be purchased within 12 months of the employee taking up his/her employment with the Council unless there is evidence of exceptional extenuating circumstances.

The residence purchased must be the employee's principal residence.

2.4 Termination of Employment

The whole of the above allowances are required to be refunded if the claimant's employment with the Council ends (by resignation or being given notice) within a period of three years of taking up the appointment.

2.5 Current Residents

None of the above allowances will be payable to current residents of the District or those currently residing within a 25 mile radius of the normal place of employment.

2.6 Temporary Employees

The scheme is not available to temporary appointments.

*(In exceptional the Chief Executive may agree a relocation up to 25 mile radius).

2.7 Claims

Duplicate claims are not permitted. If the claimant's partner/spouse is receiving or has received relocation expenses from his/her new employer in respect of a move to this area, there will be no entitled to make a claim under this scheme. Claimants will be asked to sign the declaration below to this effect.

It will be necessary for anyone claiming relocation assistance to sign the following agreement before payment of any allowance is made.

"I hereby confirm that I have read and understand the above Relocation Assistance conditions that I can claim amounts specified up to a total claim of £6,000 and in the event of my employment with the Council terminating (by resignation or being given notice) within three years of my start date, agree to pay all monies claimed by me in connection with my appointment to the post of

_____ "

'I certify that this is the only claim being made in respect of relocation expenses for this move and that no other claim for a move to the area has been or will be made by my partner/spouse.'

Signed: _____ Date: _____

Name: _____