



Cheshire Constabulary

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This Policy/Procedure is suitable for publication under the Freedom of Information Act	Yes

Business Area/Department	People Services
Policy/Procedure Contact/Author:	Hayley Tickle
Business Lead Approver:	Kate McStein
Chief Officer Approval:	Nicola Bailey

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Supporting Documents:

APP Guidance:

Version history

Version Number	Author	Revision Date	Previous revision date	Summary of changes
1.2	Hayley Tickle	15.07.22	-	Review – no changes
1.3	Hayley Tickle	03.07.24	15.07.22	Review – no changes

1 Introduction

- 1.1 Cheshire Constabulary aims to recruit the most talented and diverse individuals and will comply with Police Regulations 2003 and Police Staff Council Handbook in relation to removal expenses for police officers and police staff.
- 1.2 This procedure sets out guidance for the payment of removal expenses to new police officers and police staff who are recruited into Cheshire Constabulary where the post has been deemed suitable for a removal expenses.
- 1.3 The aim of this procedure is to ensure that managers of prospective applicants are aware of this benefit if they are appointed and to ensure that prospective applicants are compensated for the one-off cost of relocation into the area.

2 Guidance

2.1 Entitlement

- 2.1.1 Removal expenses will only be provided if it is determined that they are required due to organisational business need and in accordance with Police Regulations 2003 and Police Staff Council Handbook, as authorised by the Head of People Services.
- 2.1.2 Removal expenses will not be paid to officers of staff who make an unsolicited request to transfer or apply to Cheshire Constabulary in direct response to a recruitment advert, or to those who join through the National Police Officer recruitment process.
- 2.1.3 In order to qualify for payment of removal expenses the existing residence must not be within reasonable daily travelling distance of the new place of work. Reasonable daily travelling distance is not defined in legislation and each claim will be reviewed individually by the Head of People Services or other designated HR Business Partners.
- 2.1.4 Where a member of staff transfers to Cheshire Constabulary following the advertisement of a vacancy where removal expenses have been authorised, the Force will: -
 - Either reimburse the reasonably incurred cost of the removal or carry out the removal

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- Reimburse expenses that are reasonably incurred with the disposal of the property (where the member of staff was the owner of the previous property)
- Reimburse expenses that are reasonably incurred with the acquisition of a property where the member of staff was the owner of the previous property and is also the owner of the new property.
- If the member of staff was not the owner of the previous property then, subject to agreement from the Cheshire Police and Crime Commissioner and Chief Constable, he/she can be reimbursed for expenses that are reasonably incurred with the purchase of a new property if, he/she could neither have been provided with a suitable house or quarters nor could have been reasonably expected to find suitable rented accommodation within a reasonable distance of his/her normal place of duty.
- Reimburse any liabilities (mortgage interest, rent payable, council tax) in respect of the first 26 weeks following the move.

2.1.6 In all of the above cases, expenses will only be paid in full where the Cheshire Police and Crime Commissioner or Chief Constable, is of the opinion that the member of staff has taken all reasonable attempts to reduce or terminate such costs. Where this is not the case then consideration will be given to only paying expenses that would have reasonably been incurred.

2.1.7 The definition of 'an owner of a property' is one whose interest is either freehold interest or leasehold interest that is neither a yearly or shorter tenancy, nor a furnished tenancy.

2.2 Maximum Removal Allowances Payable

2.2.1 The Force will meet expense claims up to a maximum of £9,000. (Personal liability tax for amounts over £8,000 will be the responsibility of the individual). In exceptional circumstances authorisation by Chief Officers is necessary for amounts higher than this maximum allowance. In such instances the amount of the higher allowance should be agreed with the individual prior to commencement of employment.

2.2.2 All expenses will relate to the overall maximum allocation.

2.2.3 The People Services Department will review this amount annually in line with inflation.

2.2.4 All claims must be reported and claimed for by the end of the tax year following the tax year in which the new post is taken up.

2.2.5 Only one claim for removal expenses may be accepted for each Family Unit moving to Cheshire. A family unit consists of a new employee and spouse and dependants under the age of 18.

2.3 Expenses

2.3.1 Throughout the application of this policy, reasonably incurred expenses relating to the disposal or acquisition of a property shall include: -

- Estate agents or auctioneers fees
- Solicitors fees
- Incurred mortgage expenses, where deemed appropriate e.g. transfer or redemption of mortgage with existing provider necessary for the move
- Other expenses incurred in connection with the contemplated acquisition of a property

2.3.2 The Force acknowledges that there will be incidental expenses involved in a move and recognises the following items in connection with this payment: -

- Alterations or replacement of curtains
- Fixtures and fittings
- Re-laying of floor coverings
- Conversion or installation of electrical appliances

2.3.3 The maximum amount for incidental expenses is £1,600 which is included within the maximum total of £9,000.

2.4 Rented Accommodation

2.4.1 If a member of staff needs to go into rented accommodation whilst the sale and purchase of their property takes place, the Force will reimburse for a rental property for a period up to 26 weeks. Any further period will be subject to review.

2.4.2 Any payments relating to rented accommodation will form part of the overall relocation package of £9,000.

2.5 Travelling Expenses

2.5.1 Where it is necessary to commute to the former home whilst the transactions take place, the force will pay travelling costs for these journeys. The Force will pay travelling expenses (payable at public transport standard rate if this is lower than

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casual mileage allowance rate) for a maximum of 26 weeks (payable on alternate weeks) and will be included within the maximum total of £9,000.

2.6 Prior to moving

- 2.6.1 Prior to moving the member of staff should obtain and submit 3 quotations regarding removal expenses. The lowest quote should be taken or a reasonable case put forward as to why an alternative supplier is required to provide the service.
- 2.6.2 Where it is necessary to store furniture, quotations should be sought as above.
- 2.6.3 **All** expenses supported by quotations must be agreed by the Head of People Services prior to the move.

2.7 Tax Liability

- 2.7.1 Claims for removal expenses are exempt from tax up to a maximum of £8,000. Claims in excess of £8,000 will be subject to additional personal tax liability, which will be the responsibility of the individual. This is subject to prior written approval by the Head of People Services

2.8 Application of the procedure

- 2.8.1 Upon receipt of an acceptance letter and confirmation that a member of staff is either transferring or relocating to Cheshire, HR Employment Services will ensure the allocation of funds.
- 2.8.2 When taking up their appointment, the member of staff should contact their HR Business Partner to discuss their individual circumstances.
- 2.8.3 The member of staff will be responsible for making payment of expenses where possible and claiming the costs., supported by the original receipts. The form should be signed by the member of staff and for audit purposes the HR Business Partner (not line manager) will countersign the form, ensuring that sufficient funding is available from the individual's allowance.
- 2.8.4 Payment will be made on the next available salary run, subject to meeting the payroll cut off deadline.

2.9 Leaving the Constabulary

- 2.9.1 Members of staff who receive financial assistance under the Removal Allowances scheme are required to remain with Cheshire Constabulary for a period of two years after the final payment is received, barring extenuating circumstances. Employees

leaving within two years from receiving the final payment will be required to pay back 100% of the claim if leaving within the first 12 months of employment, reducing by one 12th for each subsequent completed month of work up to the full 2 years.

2.10 Procedures individual roles and responsibilities

2.10.1 It is the responsibility of the member of staff who is moving to submit invoices and claim forms promptly to prevent any delay in payment.

2.11 Expenses that may not be claimed

2.11.1 Expenses that are explicitly excluded from the Constabulary's removal expenses reimbursement scheme are:

- Removal of office and laboratory equipment from the premises of the employee's previous employer (the employing department may, by prior agreement, be able to fund all or part of these costs)
- Costs relating to the relocation and/or quarantine of domestic pets.
- Security deposits relating to rented accommodation and other refundable deposits.
- Redirection of mail
- Council tax bills
- Purchase of new domestic goods.
- Assistance with mortgage deposits, loans or bridging loan payments.
- Subsidy for moving to an area of higher house prices.
- Compensation for any loss made on the sale of a home.

3 Responsibilities

3.1 Talent Acquisition

3.1.1 Specialist Business Partner, Talent Acquisitions is the **author** of this procedure and will ensure that it is monitored and reviewed to ensure the content remains current and relevant and that the procedure is developed where appropriate in line with Cheshire force procedure guidance.

3.1.2 The Head of People Services is the **owner** of this procedure and will ensure that the procedure is published internally/externally in line with the Cheshire force approval process.

4 Appeals

Persons affected by the exercise of powers, directives or action under this procedure have the right to make representations and/or challenges and/or appeals to the decisions involved, via judicial processes (e.g., Civil Law) and or non-judicial processes (e.g., internal management, grievance, and complaints procedures). They may wish to consult with their legal advisor and/or their respective staff association representative when considering such processes or procedures.

5 Human Rights

The [Human Rights Act 1998](#) incorporates the Articles contained in the European Convention on Human Rights (ECHR) into domestic law, making it unlawful for public bodies to act in a way which is incompatible with the Convention.

I confirm that this document has been drafted to comply with the principles of the Human Rights Act 1998.

6 Freedom of Information

Fully Disclosable: I confirm this procedure is fully disclosable to members of the public via the Force website.	Yes
Part Disclosable: I can confirm that this procedure is disclosable in part only.	N/A
The sections listed are NOT suitable for disclosure. Please seek approval from the Force FOI Officer	N/A
FOI Review Completed by:	Name: Ben Jones Date: 05/07/2024

7 Equality Impact Assessment

This procedure has been reviewed and drafted against all [protected characteristics](#) in accordance with the Public Sector Equality Duty embodied in the [Equality Act 2010](#). This procedure has therefore been Equality Impact Assessed to ensure 'due regard' in respect of the need to:

- (i) Eliminate discrimination, harassment, and victimisation.
- (ii) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. Protected characteristics are: age, disability gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- (iii) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

8 Data protection

This procedure has been reviewed and drafted in accordance with the General Data Protection Regulation and the Data Protection Act 2018. The Cheshire Constabulary full Data Protection Procedure can be found on the force intranet.

9 Health and Safety

I confirm that this document has been drafted to comply with the requirements as detailed in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, including amongst others the general duties to:

- (i) Secure the health safety and welfare of persons at work.
- (ii) Protect persons other than persons at work against risks to health and safety arising out of or in connection with the activities at work.

10 Training

The following training plan will be adopted to ensure compliance with the procedure:

- (i) Training required to comply with this procedure will be delivered to Local Policing Units and Force Control Centre via Investigation & Development, Training.
- (ii) Learning and Development have updated the Force training package in line with this procedure. Current induction incorporates this procedure and NCALT package addresses stalking and harassment.
- (iii) Additional training if required/requested will be provided by Investigation & Development, Training.

11 Communication

The following methods will be adopted to ensure full knowledge of the procedure:

- (i) Procedure will be published on the Force Intranet (noticeboard) for the attention of all Police officers and staff.
- (ii) Procedure will be published on the Force procedure library.
- (iii) Intranet marketing via weekly orders.
- (iv) Disclosure to all police officers and staff on any learning/development requirements.

12 Review/Approval

The policy business owner maintains outright ownership of the policy and any other associated documents and in-turn delegate responsibility to the department/unit responsible for its continued monitoring.

The policy should be considered a 'living document' and subject to regular review to reflect upon any Force, Home Office/ACPO, legislative changes, good practice (learning the lessons) both locally and nationally, etc.