




Policy: R2

Assistance with Relocation Policy

Subsidiary Policy to: R6 Recruitment and Selection

Version:	R2/06
Ratified by:	Trust Management Team
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Title of originator/author:	Human Resources
Title of responsible Director	Director of Organisational Development and Workforce
Governance Committee	Trust Partnership Forum
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Target audience:	All staff Trust wide
Disclosure Status:	Can be disclosed to Patients and the Public

EIA / Sustainability	N/A
Implementation Plan	
Other Related Procedure or Documents: R6 – Recruitment & Selection Policy <small>R2 – Implementation Plan</small>	

Equality & Diversity Statement

The Trust strives to ensure its policies are accessible, appropriate and inclusive for all. Therefore all relevant policies will be required to undergo an Equality Impact Assessment and will only be approved once this process has been completed.

Sustainable Development Statement

The Trust aims to ensure its policies consider and minimise the sustainable development impacts of its activities. All relevant policies are therefore required to undergo a Sustainable Development Impact Assessment to ensure that the financial, environmental and social implications have been considered. Policies will only be approved once this process has been completed.

R2 Assistance with Relocation

Version Control Sheet

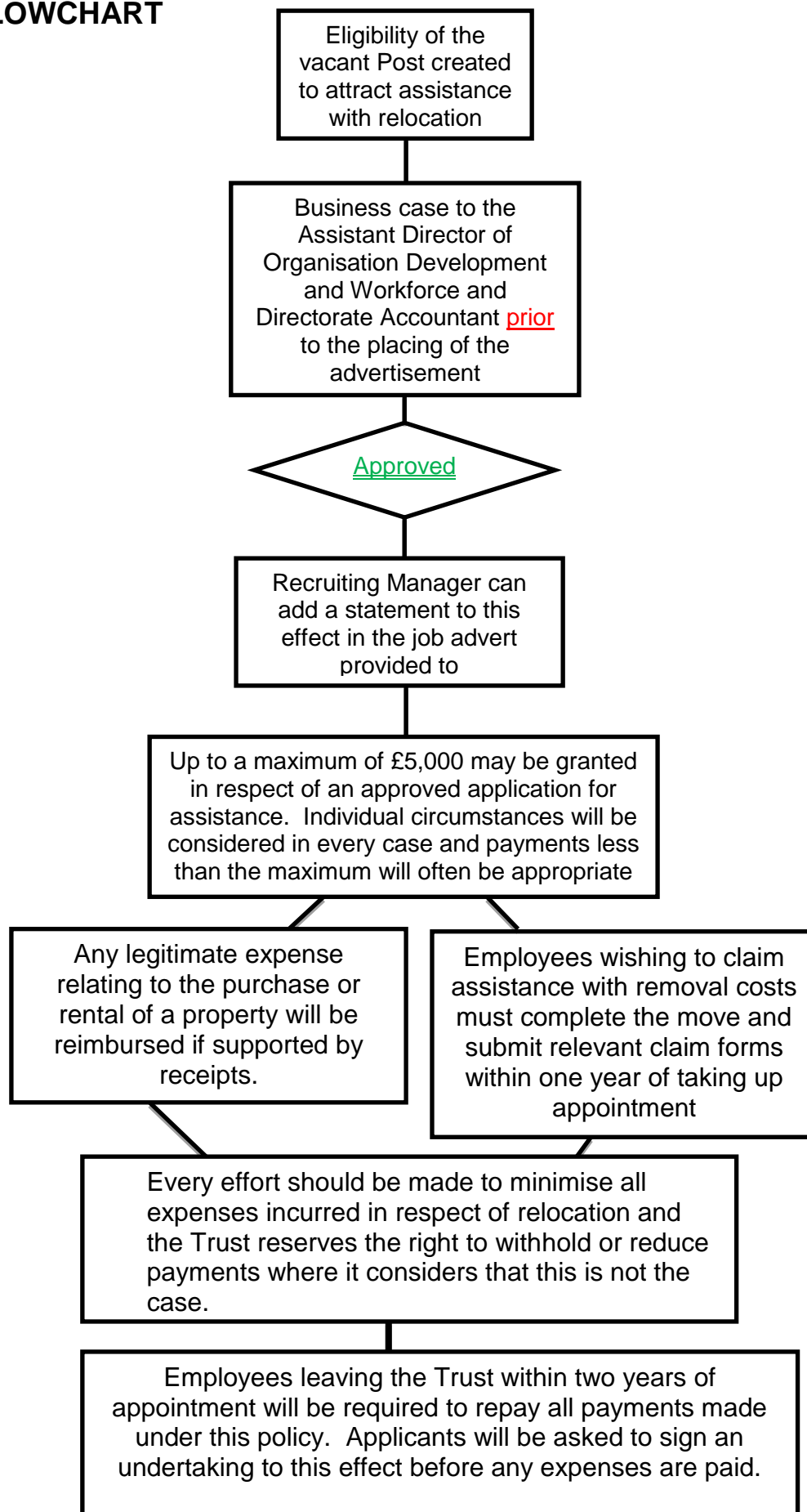
Version	Date	Title of Author	Status	Comment
R2/01	Oct 03		N/A	New Policy
R2/02	Oct 07	Director of HR		Revision to advance of salary
R2/03	July 08	Director of HR	Presented to 31/07/08 ODG	Revised paragraph on eligibility (2.4)
R2/03	08/08/08	Director of HR	Out for consultation	Consultation period ending 03/10/08
R2/04	11.12.08	HR Business Manager	Revised Policy presented to ED for approval	Policy approved and placed on Exchange -effective 17.12.08
R2/05	Aug 11	HR Business Manager	Draft for Consultation ending 17 th August 2011	Scheduled revision. New paragraphs for Executive summary, Purpose, Scope, Duties and Fraud Awareness. Final draft following consultation. No further changes made. Paras 9 – 11 added following Trust Policy Group discussion. Present to 25 th August Policy Review Group for approval – approved as subsidiary policy to R6 Recruitment & Selection.
	Feb 14	HR Business Manager	Minor amendment	Minor revision to roles and responsibilities to reflect new HR structure. Re-issued 13 th February 2014
R2/06	June 2014	OD Business Partner	Minor additions	Definition of relocation Duties added Systems and recording added Glossary of terms /acronyms added Trust wide consultation ending 10.07.14 Approved at September TMT meeting, uploaded onto the Exchange 02.12.14

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R2 - ASSISTANCE WITH RELOCATION

1 FLOWCHART



2 INTRODUCTION

2.1 The aim of this policy is to set out the conditions by which relocation expenses will be granted to new employees of the Trust. Relocation is normally restricted to appointments to key posts where significant local recruitment difficulties have been identified.

2.2 It is not the policy of the Trust to grant automatic entitlement to relocation expenses. The granting of relocation expenses is subject to financial and management constraints and a clear business case must be made and approved in each instance.

Purpose

2.1 The purpose of this policy is to provide guidance on the provision of assistance to new employees who incur excess expense when relocating in order to take up appointment with the Trust and to managers involved in the recruitment of eligible posts.

3 SCOPE

3.1 The policy may apply to any new permanent employees of the trust or those on a fixed term contract of 2 years or more who fulfil the eligibility criteria set out in paragraphs 5.3 to 5.10. The policy excludes bank only and temporary staff.

4 DEFINITIONS

Relocate - Move to a new place and establish one's home

5 DUTIES

5.1 Chief Executive

The Chief Executive is responsible for ensuring that the Trust has policies in place and complies with its legal and regulatory obligations.

5.2 Accountable Director

The Trust's Chief Executive through the Director of Organisational Development and Workforce has overall responsibility to have processes in place to:

- Ensure that staff are aware of this policy and adhere to its requirements.
- Ensure that appropriate resources exist to meet the requirements of the policy.

5.3 Managers

5.3.1 Recruiting Manager to ensure that they identify a 'difficult to fill post'

Manager wishing to include eligibility for assistance must provide a business case to the Assistant Director of Organisation Development and Workforce and Directorate Accountant prior to the placing of the advertisement

5.3.2 The recruiting manager is responsible for monitoring the application process and ensures that the correct procedures are followed.

5.3.3 The manager authorising the expenses claims must monitor and maintain records of claims once the application has been approved.

5.4 Human Resources (HR)

HR will be responsible for specific elements of the procedure relating to relocation expenses. This includes:

- Working with Clinical Service Units (CSUs) to identify which hard to recruit to posts might be considered for relocation expenses.
- Providing advice and guidance to staff and managers on the access to and approval of relocation expenses.
- Providing information to prospective employees applying for posts that are eligible for relocation expenses.
- Providing expert advice on the specific relocation elements available to staff.

5.5 Employees

Employees will have a responsibility to ensure that they adhere to the requirements of the policy and the information they provide when requesting relocation expenses is correct and complete.

6 SYSTEMS AND RECORDING

6.1 Details will be recorded via the online forms - change of circumstances. A copy of the form will be placed on the employee's personnel file.

6.2 The Recruiting/Line Manager will complete the form and will be recording the details on the forms and on the personnel file

6.3 Details via the online forms and personnel system will be recorded on the agreement is signed and authorised.
Monitoring of the details during the 2 year period.

7 ELIGIBILITY

7.1 Eligibility of the vacant post to attract assistance with relocation will be based on the present need for the staff group. Market forces, the nature of the post and the overall interests of the Trust will be considered.

- 7.2 The manager wishing to include eligibility for assistance must provide a business case to the Assistant Director of Organisation Development and Workforce and Directorate Accountant prior to the placing of the advertisement. **No applications for assistance will be considered if this case has not been approved in advance.**
- 7.3 If approved, the Recruiting Manager can add a statement to this effect in the job advert.
- 7.4 Any applicant meeting the criteria and who successfully applies for a vacancy for which the provision of assistance with relocation has been included in the advertisement may seek assistance with relocation. However, a clear case must be made that additional living costs have been incurred which are wholly due to the new appointment.
- 7.5 Assistance may be given to an employee where it is agreed that a move closer to their designated work base is desirable and the old residence is not within a reasonable daily travelling distance of the normal place of work. (As a guideline, a reasonable daily travelling distance is regarded to be within 40 miles or 1½hrs of the main place of work). The move must result in a more manageable journey to work and a significant reduction in travelling time.
- 7.6 No employee will receive assistance to relocate when transferring between Trust sites of their own volition. Where such moves are enforced, the employee may make a personal application to the Director of Organisation Development and Workforce who will consider the circumstances of the individual.
- 7.7 Where couples/friends intend to share accommodation, only one employee may make an application for assistance in respect of the property.
- 7.8 Any assistance given by a third party to a partner/spouse/friend in respect of a shared property should be declared at the time of application. In most cases, further assistance from the Trust will not be applicable.
- 7.9 Assistance with relocation will be given only to those who intend to reside in the accommodation for which the funds are provided.
- 7.10 The Head of Service/Head of Department will confirm that the applicant and the proposed move meet the requirements of the policy and that sufficient funds are available to meet the possible commitments.
- 7.11 Alternative provisions may be applicable to doctors whose training forms part of a rotational scheme. Individual advice should be sought from Human Resources.

8 THE CLAIM

- 8.1 An amount up to a maximum of £5,000 may be granted in respect of an approved application for assistance. Individual circumstances will be

considered in every case and payments less than the maximum will often be appropriate. The application form can be found in Appendix 1.

- 8.2 Any legitimate expense relating to the purchase or rental of a property will be reimbursed if supported by receipts. All relevant documents e.g. tenancy agreements, solicitors' letters etc must be produced on request. The Trust will not refund the purchase price of furniture etc. An initial deposit on rented accommodation might be granted but this amount will be repayable to the Trust on vacation of the property. Excess travel payments might be made to employees who are travelling to and from their existing home whilst searching for accommodation in the area of the Trust. Such employees will be asked for proof that they are actively involved in this process and any such expenses will form part of the agreed overall amount.
- 8.3 Employees wishing to claim assistance with removal costs must complete the move and submit relevant claim forms within one year of taking up appointment. If house purchase has not been completed within this timescale, a full report must be provided by the employee for consideration by the Head of Service/Head of Department. Further time may be allowed but only if evidence shows that the purchase is well advanced and cannot be completed due to circumstances beyond the control of the employee.
- 8.4 Every effort should be made to minimise all expenses incurred in respect of relocation and the Trust reserves the right to with hold or reduce payments where it considers that this is not the case.
- 8.5 Employees leaving the Trust within two years of appointment will be required to repay all payments made under this policy. Applicants will be asked to sign an undertaking to this effect before any expenses are paid. Exceptions to this provision might be made in cases of ill health or redundancy following consultation with the Director of Organisation Development and Workforce.

9 TAX LIABILITY

- 9.1 Employees may be liable for tax on the expenses they receive and it is their responsibility to seek advice about their personal situation. The Trust will inform the Inland Revenue of any payments made under this policy.

10 FRAUD AWARENESS

- 10.1 Fraud within the NHS is unacceptable and diverts valuable resources away from patient care. Any concerns over deliberate misapplication of the policy should be reported to the Trust's Local Counter Fraud Specialist or Director of Finance or ring the National Fraud and Corruption reporting line on 0800 028 40 60.
- 10.2 Please refer to the Trust's Counter Fraud Policy and Reporting Procedure (F2) for details. The policy is available on the Exchange.

- 10.3 Fraud or misuse of monies claimed will be considered to be a disciplinary offence and managed accordingly.

11 MONITORING

- 11.1 It is the responsibility of recruiting managers to monitor the application process and ensure that the correct procedures are followed.
- 11.2 The manager authorising the expenses claims must monitor and maintain records of claims once the application has been approved.
- 11.3 Annual audits of payroll related activity are undertaken by the Trust's Auditors to ensure compliance with the relevant policies and procedures.

12. POLICY DISSEMINATION AND IMPLEMENTATION

- 12.1 The dissemination and implementation of this policy will follow the agreed Trust procedure for all policies. New and updated policies are available on the Trust's intranet – the Exchange. In addition staff will be briefed on the policy through the Trust's communication channels – Monday Matters, Team Brief and Mental Health Matters.
- 12.2 CSU Directors and line managers will be responsible for the dissemination and implementation in their areas of responsibility. CSU Directors have overall responsibility for monitoring the compliance by their line managers.

13. POLICY DEVELOPMENT AND REVIEW

- 13.1 The development and review of this policy shall be conducted by the Assistant Director of Organisational Development and Workforce on behalf of the Director of Organisation Development and Workforce.
- 13.2 The frequency of review is 3 yearly unless legislation or guidance from appropriate bodies indicates otherwise.

14. TRAINING

All recruiting Manager should attend the Recruitment & Selection Training.

15. FRAUD STATEMENT

Reference to section 10

16. SUPPORTING DOCUMENTS (TRUST DOCUMENTS)

- *R6 - Recruitment & Selection Policy*

17. GLOSSARY OF TERMS / ACRONYMS

NHS – National Health Service

HR – Human Resources

18. APPENDICES

Appendix 1 - Application for approval (in principle) for removal and associated expenses

Appendix 2 - Monitoring Template

Appendix 1

APPLICATION FOR APPROVAL (IN PRINCIPLE) FOR REMOVAL AND ASSOCIATED EXPENSES

TO: Head of Service/Head of Department

FROM:

Name:	
Department/Ward:	
Office Telephone Number:	
Present Address:	
Date of Commencement this employment:	
Date of Termination previous employment:	
Period of service in NHS:	From: To:

Please enter in Column A details of employment, and property you lived in during the employment you have most recently terminated, and in Column B information under the same headings in respect of your current employment.

		(A) Previous Employment	(B) This Employment
1	NHS Trust and base		
2	Post held		
3	Grade of Post		
4	Salary (excluding overtime and extra UMTs)		
5	Number of children living with you and ages of children in full time education		

ACCOMMODATION DETAILS

	Previous Employment	This Employment
Address at:		
	Post Code	Post Code
Dates at property	From: To:	From: To:
Description of property (Flat, semi detached, detached etc)		
Is the property shared? If YES give full details		
Is the property rented?		
If YES who was property rented from?		
What was the rent you paid per month?		
Please give details of accommodation. Please list rooms and state number of bedrooms.		(Please supply copy of Agents particulars)
How many miles is your old property from your base		
How many miles is your new		

property from your base		
Is the property you have described to be your permanent accommodation whilst in the employment of this Trust?		
Is the property your own?		
What was the selling price of your property		
What is the purchase price of this property		

Please sign this form as your acknowledgement that the information given is correct and is your formal application. This will also be your undertaking not to leave the employment of this Trust within a period of two years of taking up appointment.

If this undertaking is broken, you may be called upon to refund the whole or part of the expenses paid at the discretion of the Trust.

APPLICANTS SIGNATURE:	
DATE:	
AUTHORISED BY :	
DATE:	
NAME:	
POSITION:	

APPENDIX 2

MONITORING TEMPLATE

POLICY / PROCEDURE: R2 – Assistance with relocation

MONITORING TEMPLATE

Minimum Requirement to be Monitored	Where described in policy	WHO (which staff / team / dept)	HOW MONITORED (Audit / process / report / scorecard) - list details	HOW MANY RECORDS (No of records / % records)	FREQUENCY (monthly / quarterly / annual)	REVIEW GROUP (which meeting / committee)	OUTCOME OF REVIEW / ACTION TAKEN (Action plan / escalate to higher meeting)
Recruiting managers to monitor the application process and ensure that the correct procedures are followed	Section 11,1 – Monitoring	Recruiting Manager	Process		When required		
The manager authorising the expenses claims must monitor and maintain records of claims once the application has been approved	Section 11,2 – Monitoring	Authorising Manager	Process				
Annual audits of payroll related activity are undertaken by the Trust's Auditors to ensure	Section 11,3 – Monitoring	Auditors	Audit		Annual		