



Relocation Policy

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Dissemination requirements	All Trust employees by intranet
Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS Trust (the Trust) has made every effort to ensure this policy does not have the effect of unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity. The Trust will not tolerate unlawful discrimination on the basis of, spent criminal convictions, Trade union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity for and fostering good relations between; people from different groups and people with protected characteristics.

All Trust policies can be provided in alternative formats if required. Please contact the Human Resources Department if you require an alternative format.

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1. Policy Statement

- 1.1 This document outlines the Employee Relocation Policy for the East of England Ambulance Service NHS Trust (the Trust). The Trust is committed to ensuring that assistance with employee relocation is handled in an efficient and consistent manner.
- 1.2 The relocation package will be cost effective but sufficient to encourage and attract high calibre applicants to the Trust with

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the skills, knowledge and experience to ensure a return on this investment.

2. Scope

- 2.1 This policy applies to all internal and external applicants.
- 2.2 The specific eligibility conditions are set out below and these conditions will form part of the employment offer to prospective or existing employees.

3. Access to the Procedure

- 3.1 All employees and prospective employees are entitled to access this policy which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this Policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.
- 3.2 To ensure accessibility to external applicants, this policy will also be located on the Trust's internet site (www.eastamb.nhs.uk). It can also be obtained on request from the Trust's Human Resources Department.
- 3.3 Applicants and Trust managers may also wish to consult related Trust policies and procedures such as Equality, Diversity and Human Rights, Change Management, Redundancy and Redeployment and Recruitment and Selection.

4. Roles and Responsibilities

- 4.1 Executive Management Team is responsible for determining which posts attract the relocation package.
- 4.2 The Director of People Services or Remuneration Committee have authority for the relocation budget.
- 4.3 The Human Resources Department is responsible for:
 - Keeping the provisions within this policy in line with best practice people management principles and HM Revenue and Customs (HMRC) requirements (as advised by Finance); Checking the claim forms and monitor

- 4.4 Line managers are responsible for:
- Ensuring that agreement for relocation expenses is made prior to advertisement as per this policy (see Section 8 for more detail); and that,
 - The relocation package is mentioned in the recruitment advertisement.
- 4.5 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees and external applicants on the application of this policy and procedure.
- 4.6 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.
- 4.7 Employees and external applicants are responsible for relocating and submitting one claim with the required documentation within 12 months of their start date in the applicable post.
- 4.8 Finance are responsible for making payment, once approved, to the employee.

5. Eligibility

- 5.1 A relocation allowance can only be offered for permanent job roles.
- 5.2 The job role must be one where recruitment from within the local area has not or would not normally provide a sufficient applicant pool for consideration.
- 5.3 The applicant must have applied for and commenced employment in a post which attracts a relocation package.
- 5.4 The applicant must be currently living more than one hour away from their new work base. The new residence must be

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less than 30 minutes away from their new work base. Applicants should use <https://www.aa-route-planner.com/> to establish eligibility. (In very exceptional circumstances consideration will be given to employees who do not meet these eligibility criteria on an individual basis, for example, when it would be in the financial best interests of the Trust, i.e. in cases where an involuntary change for a current employee would result in the cost of excess mileage being demonstrably and significantly higher than would be the cost of relocation. In such circumstances, the level of relocation expenditure permitted would not necessarily be that which would normally be applied but that which would be deemed appropriate on a case by case basis. All decisions relating to an exception would be at the sole discretion of the Trust and are final).

- 5.5 The policy excludes bank workers, agency staff and/or fixed term appointments of less than one year.
- 5.6 The applicant must change their sole or main residence as a result of starting the new employment.
- 5.7 The applicant's partner or other person living with them must not have received similar allowances from any source as a result of their move to the area. If this does occur it will be considered as fraud and reported to the NHS Fraud Team.

6. Principles of the Policy

- 6.1 Effective recruitment is central to the Trusts ability to successfully deliver services. In certain circumstances a relocation package is an appropriate way to reduce the financial strains of relocation which may have prevented an employee or potential candidate from applying for a job role, and may be less than the financial impact of either not filling the vacancy or training an individual to carry out the role.
- 6.2 This procedure will be applied fairly and consistency to all eligible employees and potential employees regardless of race, ethnic or national origin, colour or nationality; gender (including marital status); age; disability; sexual orientation; religion or belief; whether full or part time.

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6.3 employee's reason for relocating must be one of the following:

- The applicant (internal or external) is starting a new job with the Trust;
- The employees employment duties have changed;
- The employees' duties are involuntarily moving to a new location.

6.4 Expenses must fall into one of the four categories below:

- The employees sale of their old residence;
- Their acquisition or intended acquisition of a new residence;
- Transporting the employees belongings to the new residence;
- Associated travel and subsistence costs.

6.5 The Trust's normal maximum relocation package is £8,000. Relocation payments above that amount would not normally occur without significant justification and the approval of the Trust's remuneration committee. Amounts over £8,000 are liable to incur taxation and require reporting to HMRC.

6.6 Up to the maximum level (outlined above), the amount allowed to the employee will be dependent on their property circumstances. Only one of the following can be selected:

- A For applicants with a property to sell and buy the relocation package maximum will be £8,000;
- B For applicants who are selling a property and moving into rented property or who are moving from rented property and buying a property, the relocation package maximum will be limited to £5,000;
- C For applicants either buying or selling a property in isolation the relocation package maximum will be limited to £4,000;
- D For applicants who meet the criteria but who do not have a property to sell or buy, a limited relocation expenses amount to a maximum of £1,500 can be claimed for the cost of removing their possessions and

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administrative costs associated with entering into a tenancy agreement will be permitted.

- 6.7 Relocation expenses will only be paid after commencement of employment or commencement in a new post and after expenses have been incurred and original receipts produced. All receipts should be collected and submitted together as only one claim can be made in total prior to the end of the 12 month relocation period.
- 6.8 During the first 4 years in post, relocation expenses will be recoverable by the Trust. See Section 16 below.

7. Legal Obligations

- 7.1 The HMRC places certain obligations on employers who provide expenses and benefits to an employee in connection with a change in their main residence.
- 7.2 To be eligible for HMRC exemption (i.e. tax free) employees must have submitted and had their expenses reimbursed within the time limit specified by the HMRC. Currently this is before the end of the tax year after the one in which the employees circumstances changed. The expenditure claimed must also comply with HMRC guidelines on qualifying relocation expenses. Expenses reimbursed are not to be assumed to be exempt from tax.
- 7.3 For more information visit <http://www.hmrc.gov.uk/index.htm> as their rules may have changed since the publication of this policy.

8. Process for Gaining Permission to Offer a Relocation Package

- 8.1 If, following advice from the Human Resources Department, a recruiting manager feels that it would be appropriate and/or necessary to offer a relocation package to an applicant, or applicants, they must gain written approval from the Executive Team Leadership Board

- 8.2 If it is agreed, the recruiting manager should ensure they complete Section D of the Vacancy Requisition form (R1) which covers relocation assistance; and obtain all necessary authorisations (through appropriate financial groups) and forward this to the Human Resources Department.
- 8.3 The recruiting manager should ensure the following sentence is included on the recruitment advertisement. 'This post attracts a relocation package depending on an applicant's personal eligibility'.
- 8.4 The recruitment process from this point forward should follow the procedure as set out in the Trust's Recruitment and Selection Policy.

9. Advertising

- 9.1 HR Services should ensure that if a post attracts a relocation package this policy is attached to the vacancy on NHS Jobs as an additional document.

10. Following a Successful Selection Decision

10.1 Once a decision has been made the successful applicant will receive:

- An offer of employment confirming access to the relocation package;
- An Application for Relocation Expenses Form – Appendix A.

11. Pre-employment Checks

11.1 In instances where the applicant or employee fails to satisfy the recruitment checking requirements, HR Services will advise the recruiting manager, and steps will be taken to withdraw the offer of employment or cease employment as appropriate. This includes withdrawing the relocation package.

12. Application Procedure

12.1 An Application for Relocation Expenses Form (Appendix A) must be submitted to the Director of People Services before

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taking up the post and approval obtained before applicants commit themselves to any expense. Retrospective submissions of the application form will not necessarily be approved.

- 12.2 Expenses claims should normally be submitted to the Trust within 12 months of commencing in the new post with the Trust. Those claimed after 12 months could be liable to tax deductions (refer also to paragraph 7.2 above with regard to tax implications).
- 12.3 All expense claims must be accompanied by original receipts and/or receipted invoices as appropriate.
- 12.4 Applicants who make a claim for relocation expenses accept payment on the basis that any and all payments are recoverable by the Trust for a 4-year period. See Section 16 below.

13. Non-Qualifying Expenses

13.1 The following list is an example of non-qualifying expenses that do not meet the four standards at Section 6.4. This list is not exhaustive:

- Mortgage or housing subsidies for moving to a higher cost area;
- Mortgage interest payments for the employees existing home;
- Compensation for any financial loss from the sale of the employees home;
- Compensation for other losses, such as penalties for withdrawing from a school without sufficient notice;
- Compensation for necessary alterations to, or purchase of, soft furnishings;
- Home improvements to old property to enhance its attractiveness to prospective purchasers;
- Re-direction of mail;
- Council tax bills.

14. Homeowner and Non Home Owner Eligible Expenses

14.1 Applicants are asked to keep expenses to a minimum.

14.2 Home owners can claim expenses relating to all the descriptions listed in this section:

Sale of old home including:

- Solicitors fees;
- Estate agents or auctioneers fees;
- Incidental legal expenses.

Purchase of new home, including:

- Solicitors fees;

- Estate agents or auctioneers fees;
- Finder's fees;
- Stamp duty;
- Land registration fees;
- Survey fees;
- Incidental legal expenses.

14.3 Additionally, the following expenses can be claimed by both home owners and non home owners:

Removal expenses; including:

- Transportation of furniture or household effects;
- Insurance of items in transit;
- Storage if required.

Relocation Travel Expenses (public transport and subsistence rates in accordance with Agenda for Change Terms and Conditions)

- To take up appointment;
- Return journey in connection with actual move of effects from old property;
- Where temporary accommodation is not taken excess daily commuting travel over 10 miles (difference in the old home to base and new home to base);
- House hunting trips for family household members up to 4 nights.

15.0 Submitting the Claim

15.1 Employees should submit all allowable expenses in one claim using the Claim for Relocation Expenses Form (Appendix B).

15.2 The signed Application for Expenses Form (Appendix A) should be attached with original receipted invoices and receipts (please ensure that copies are taken prior to sending originals).

- 15.3 The claim should be submitted in person to the employees' local Human Resources Department where it will be checked and receipted. .
- 15.4 The Director of People Services will provide the final sign off before the documentation for payment via Finance.
- 15.5 Finance will normally pay the expenses through a bank account. Once the payment has been processed Finance will return all original receipts and invoices to the employee (either collected personally or posted by Special Delivery). Copies of all the paperwork will be returned to the Human Resources Department to be filed on the employee's personnel file.

16. Recovery of Relocation Expenses

- 16.1 Voluntary Internal changes to job role and/or location: Individuals are expected to remain in the job role and at a workplace location for which relocation expenses applied for a minimum of 2 years otherwise any and all relocation expenses will be recoverable. Thereafter expenses are recoverable at 50% in year 3 and 25% in year 4. For employees remaining with the Trust, any exceptions to this would only be permitted at the discretion of the relevant Director and may nevertheless require the recovery of any or all relocation expenses. This is because the relocation expenses have been provided to facilitate recruitment into specific posts and/or at specific locations. If any employee is unsure whether a change in circumstances invalidates their existing relocation agreement advice should be sought from their local HR office.
- 16.2 Leavers and/or dismissals: Any and all relocation expenses paid will normally be fully recoverable for a period of 2 years from the date of commencement in the job role for which the expenses applied should the individual leave the Trust's employment. Thereafter expenses are recoverable at 50% in year 3 and 25% in year 4.

17. Storage and Retention of Information

- 17.1 Copies of all relocation applications and supporting paperwork will be held on the employee's personnel file.

18. Complaints

- 18.1 The Trust wishes to ensure that all applicants for posts, whether successful or unsuccessful, have a positive experience when applying to work in a post with the Trust. If an external applicant has a complaint regarding the application of this policy they may write outlining their query or complaint to the Director of People Services, East of England Ambulance Service NHS Trust, Hammond Road, Bedford, Bedfordshire, MK41 0RG.
- 18.2 If a Trust employee has a complaint regarding the application of this policy, they should raise this in the normal way via the Trust's grievance procedures.

19. Policy Review

- 19.1 This policy will be reviewed on an annual basis or amended in the light of new employment legislation and/or relevant case law.

Appendix A

Application for Relocation Expenses

Please complete the following questionnaire prior to commencement in the role which attracts the relocation to ascertain your entitlement to a Relocation Package in accordance with the Relocation Expenses Policy.

Applicant Details	
Name of Applicant:	
Contact Address:	
Contact Tel Number:	
Contact Email Address:	
Details of New Post	
Post Title:	
Location of New Post:	
Band:	
Start Date:	
Length of Contract:	
Details of Accommodation in Area Moving From	
Current Address:	
Distance from current address to new base (use: https://www.aa-route-planner.com/)	Miles: Time: This must be over an hour away from the new place of work
Rented:	Yes / No
Other: please state	
Details of New Accommodation (or intended accommodation)	

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<i>Delete as appropriate:</i> Purchase / Rent / Rent until purchase / other (please state) _____	
Expected Move Date:	
Potential New Address:	Town/village:
Distance from new address to new base (use: https://www.aa-route-planner.com/)	Miles: Time: This must be less than 30 minutes from the new place of work
Estimated Monthly Rent	£
Length of Tenancy:	
If renting before purchasing:	Areas looking for property to purchase: _____ Likely purchase price: _____

Declaration

I have read the enclosed Relocation Policy and understand the procedure to be followed and the necessity to obtain the approval of the Director of People Services in advance of any commitment on my part.

I plan to apply for package: **Tick one box only**

A For applicants with a property to sell and buy the relocation package
maximum will be £8,000.

B For applicants who are selling a property and moving into rented property or
who are moving from rented property and buying a property, the relocation package maximum will be limited to £5,000;

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C For applicants either buying or selling a property the relocation package maximum will be limited to £4,000

D For applicants who meet the criteria but do not have a property to sell or buy a limited relocation expenses to a maximum of £1,500 for the cost of removing their possessions and tenancy agreements can be claimed.

In consideration of the payments made by the Trust to me in relation to this Policy, I will:-

- Be responsible for all income tax due in respect of any payments made by the Trust to me on account of relocation expenses and will indemnify the Trust in respect of all such liabilities; and
- Repay relocation expenses on demand should I leave the Trust within 4 years of commencement into employment/new role;
- Submit relevant and original receipts and receipted invoices;
- Ensure that no other person involved in the move is/will be claiming relocation costs from the Trust or another organisation.

If I am obliged to make a repayment under the terms set out above I agree to repay the Trust within three months of the date of termination.

Print Name: _____ Signed: _____
Date: _____

Please return this form as soon as possible and before commencing in post to:
HR Services
East of England Ambulance Service NHS Trust
Hammond Road
Bedford

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Bedfordshire
MK41 ORG

Name	Signature:
Designation:	Director of People Services
Date:	

PA – Send original to HR Services

Appendix B

Claim for Relocation Expenses

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Please note all claims must be submitted within 12 months of your commencement date with the Trust. Only one claim can be made.

Applicant Details	
Name of Applicant: Post Title:	Base: Date of Commencement:
Relocation Package Agreed: <i>(£8k is the max claim)</i>	A (£8,000 max) B (£5,000 max) C (£4,000 max) D (£1,500 max) Circle the package which was agreed
Attach Signed Application for Relocation Expenses Form	YES / NO
Bank/Building Society Name:	Branch Name
Account Name:	
Account Number:	Sort Code:
Building Society Roll no :	
Expenses Incurred (continue on an extra sheet if necessary)	

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Description	Invoice Number	Invoice/receipt attached Y/N	Value (£)
			Total:

I hereby make a claim for reimbursement of expenses actually and necessarily incurred by me and in connection with my new appointment in line with the Relocation Policy. No other person connected to me will be claiming reimbursement for these costs.

Print Name: _____ Signed: _____ Date: _____

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Print Name: _____ Signed: _____ Date: _____

Sent to Finance

Accounts Payable Supervisor:	
Date:	
Paid:	
Return all original receipts/receipted invoices to the employee	

APPENDIX C



Equality Impact Assessment

EIA Cover Sheet	
Name of process/policy	RELOCATION POLICY
Is the process new or existing? If existing, state policy reference number	VERSION 4
Person responsible for process/policy	Director of People Services
Directorate and department/section	People Services
Name of assessment lead or EIA assessment team members	EQIA panel members
Has consultation taken place? Was consultation internal or external? (please state below):	Internal Consultation with HR/Policy Group and relevant departments.
The assessment is being made on:	

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	Guidelines	
	Written policy involving staff and patients	X
	Strategy	
	Changes in practice	
	Department changes	
	Project plan	
	Action plan	
	Other (please state) Training programme.	

Equality Analysis

What is the aim of the policy/procedure/practice/event?

This document outlines the Employee Relocation Policy for the East of England Ambulance Service NHS Trust. The Trust is committed to ensuring that assistance with employee relocation is handled in an efficient and consistent manner.

Who does the policy/procedure/practice/event impact on?

Race	×	Religion/belief	×	Marriage/Civil Partnership	×
Gender	×	Disability	×	Sexual orientation	×
Age	×	Gender re-assignment	×	Pregnancy/maternity	×

Who is responsible for monitoring the policy/procedure/practice/event?

Human Resources

What information is currently available on the impact of this policy/procedure/practice/event?

Non at present

Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? Yes/No

No

Do you have any examples that show that this policy/procedure/practice/event is having a positive impact on any of the following protected characteristics? Yes/No, If yes please provide evidence/examples:

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Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>

Please provide evidence:

Fair for all

Are there any concerns that this policy/procedure/practice/event could have a negative impact on any of the following characteristics? Yes/No, if so please provide evidence/examples:

Race	<input type="checkbox"/>	Religion/belief	<input type="checkbox"/>	Marriage/Civil Partnership	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Disability	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	<input type="checkbox"/>	Gender re-assignment	<input type="checkbox"/>	Pregnancy/maternity	<input type="checkbox"/>

Please provide evidence:

N/A

Action Plan/Plans - SMART

- Specific
- Measurable
- Achievable
- Relevant
- Time Limited

Evaluation Monitoring Plan/how will this be monitored?

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Who

How

By

Reported to