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RELOCATION EXPENSES

NGH-PO-063

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Contributors:	HR Directorate, Partnership Forum Operational Subgroup & Finance

POLICY

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Version Control Summary

Version	Date	Author	Status	Comment
5	June 2019	Director of Workforce & Transformation	Ratified	Full review
4.1	December 2018	Director of Workforce & Transformation	Ratified	Amendment to section 7.3 assistance amounts
4	July 2016	Director of Workforce & Transformation	Ratified	Full review



SUMMARY

This policy explains which staff may be eligible for relocation expenses assistance, the criteria, the possible financial assistance available, the process for application and the appeals procedure.

Doctors in Training on rotational programmes, should refer to Health Education East Midlands <https://www.eastmidlandsdeanery.nhs.uk/node/1631>

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1. INTRODUCTION

The Trust aims to recruit the highest quality workforce and, as part of this aim, will assist and support new employees in their move to the area when appropriate. In doing so it is recognised that the increasing cost of house purchase and associated expenses, as well as the financial pressures faced by the Trust, has made it impossible for the full costs of relocation to new employees to be met by the Trust.

The policy will be applied fairly and consistently to all new employees regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, whether working full or part-time or whether employed under a permanent, temporary or fixed-term contract.

Through its Vision and Values, supported by its Strategies, the Trust is committed to providing the very best care for all its patients and in order to achieve this we will respect and support staff by providing them with reasonable development, advice and other support as appropriate and treating them fairly. In return all staff are expected to strive for excellence, to reflect, learn and improve what they do and put patient safety above all else.

In addition we have a commitment to improving the health and wellbeing of individuals and this is reflected through our Clinical Services Strategy and our Health and Wellbeing Strategy. Through this policy we will endeavour to support staff to protect and enhance their own health and wellbeing.

2. PURPOSE

The purpose of this policy is to detail the possible financial assistance available to new employees, who meet the eligibility criteria, in relation to costs associated with the process of relocation.

3. SCOPE

All new employees, who meet the eligibility criteria as detailed in section 7.1 are covered by this policy.

It excludes Doctors in Training on rotational programmes, who should refer to Health Education East Midlands <https://www.eastmidlandsdeanery.nhs.uk/node/1631>

This policy does not apply to any relocation packages as part of overseas recruitment campaigns.

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4. COMPLIANCE STATEMENTS

Equality & Diversity

This document has been designed to support the Trust's effort to promote Equality, Diversity and Human Rights in the work place in line with the Trust's Equality and Human Rights Strategy. It has also been analysed to ensure that as part of the Public Sector Equality Duty the Trust has demonstrated that it has given 'due regard' to its equality duty and that, as far as is practicable, this document is free from having a potential discriminatory or adverse/negative impact on people or groups of people who have relevant protected characteristics, as defined in the Equality Act of 2010.

NHS Constitution

The contents of this document incorporates the NHS Constitution and sets out the rights, to which, where applicable, patients, public and staff are entitled, and pledges which the NHS is committed to achieve, together with the responsibilities which, where applicable, public, patients and staff owe to one another. The foundation of this document is based on the Principals and Values of the NHS along with the Vision and Values of Northampton General Hospital NHS Trust.

5. DEFINITIONS

Relocation	A move of main residence, necessitated by recruitment as a new employee of the Trust
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6. ROLES & RESPONSIBILITIES

Chief Executive and the Trust Board	Are responsible for ensuring there is a policy in place.
Director of Workforce & Transformation	Is responsible for developing the policy.
Managers & Directors	Are responsible for implementing this policy and the procedures outlined within it, seeking advice from their HR Business Partner/Advisor at the earliest possible stage. They should ensure that all their new employees are aware of the existence of this policy.
HR Service Centre / Medical Staffing	Are responsible for processing any applications received during the recruitment process.
HR Business Partners/Advisors	Are responsible for advising managers who are using the policy and will be present at meetings where appropriate.
Trade Unions/Professional Organisation Representatives	Are responsible for supporting their members and providing them with advice and representation in relation to this policy, where appropriate.
All Trust Employees	Have a personal responsibility to follow the procedures detailed in this policy. Employees also have a responsibility to: <ul style="list-style-type: none"> • Support the Trust to achieve its Vision • To act at all times in accordance with the Trust's

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	<p>Values</p> <ul style="list-style-type: none"> • Follow duties and expectations of staff as detailed in the NHS Constitution – Staff Responsibilities • To adhere to, at all times, any Professional and NHS Code of Conducts for their area of work.
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7. SUBSTANTIVE CONTENT

All reimbursements under this policy are at the sole discretion of the Trust and there is no automatic entitlement to any of the expenses described.

7.1. Eligibility

For a new employee at the Trust to be eligible for consideration for assistance with relocation expenses the following criteria must be satisfied:

- Before appointment the new employee must live outside of a 35 mile radius of the Trust and must intend to move at least 20 miles nearer to the Trust or be required to live within a specified radius of the Trust to satisfy operational and service needs, e.g. on call commitments. In the case of a Consultant appointment they must intend to move at least 10 miles nearer to the Trust or within 30 minutes travel time,
- The new employee must be appointed to a permanent post at band 8a or above or the equivalent salary for medical staff (excluding any allowances or enhancements)
- The new employee’s spouse, partner or any other person living with them must not have received similar assistance from any source as a result of their move to the area.
- The new employee should submit their claim within the first 12 months of commencing employment with the Trust.

Where it seems likely that a move will not be completed within the first 12 months of commencing employment with the Trust this should be discussed with the Director of Workforce & Transformation who may approve an extension provided that the new employee can evidence they are taking all reasonable steps to expedite the move.

Exceptionally and by agreement between the Director of Finance and Director of Workforce & Transformation, this scheme may be extended to posts or groups of posts where there are particular recruitment difficulties or extenuating circumstances, such as operational or service needs.

7.2. Process

New employees who are seeking to apply for relocation expenses from the Trust must complete and return, to Human Resources as part of the recruitment process, the Relocation Expenses Application Form (Appendix 1). The completed form will then be forwarded by Human Resources to the appropriate Director for authorisation.



If the application is approved, the new employee will receive a letter of confirmation from Human Resources and a copy of the Relocation Expenses Policy. If the application is not approved the new employee will receive a letter to confirm this and the reason/s why approval has not been granted.

If approved, the new employee must submit completed Relocation Expenses Claim Form/s (Appendix 2) to Human Resources, supported by original receipts or invoices as appropriate.

The HR Service Centre or Medical Staffing, as appropriate, will process the relocation expenses and upon completion of the claim/s will send the documentation to the relevant department for inclusion in the employee's personal file.

All eligible employees who make a claim for assistance with relocation expenses will be required to sign, as part of the initial application and each subsequent expenses claim, an undertaking that they will remain in the employment of the Trust for a three year period. Should an employee leave or are dismissed within the three year period then they will be required to repay to the Trust the following:

- 100% of the expenses claimed if they leave the Trust within 12 months of their employment commencing
- 66% of the expenses claimed if they leave the Trust within 12 – 24 months of their employment commencing
- 33% of the expenses claimed if they leave the Trust within 24 – 36 months of their employment commencing.

The repayment of the fees is not applicable if the employee is leaving for reasons of redundancy or a TUPE transfer to another organisation.

If an employee, who has claimed for assistance with relocation expenses, fails to relocate then any monies already paid e.g. for rent, will be repayable to the Trust.

The recovery of the fees, upon leaving the Trust, will be made through a deduction from the employee's final salary and if their final salary does not cover the amount to be repaid, a repayment plan will be sent to them to recover the remaining amount.

It is the responsibility of the employees line manager to indicate on the Notification of Leavers Form if an employee is required to repay the Trust any monies related to relocation due to the fact that they are leaving the Trust within the 3 year prescribed period. A copy of the Relocation Application Form should be submitted with the Notification of Leavers Form to enable the repayment to be processed.

Employees who are eligible for relocation expenses under this policy can seek advice and further information from the HR Service Centre or Medical Staffing.

7.3. Scope of Financial Assistance

Whilst the general intention of the scheme is to provide assistance with relocation expenses for "like for like" moves (e.g. homeowner to homeowner, rented to rented) it is recognised that providing some additional support to new employees who wish

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to purchase a property in this area can be of benefit. The maximum limits that will apply are:

- Sale and purchase of property: £8,000
- Purchase of property only: £4,000
- Sale with move to rented property: £1,600
- Rented to rented accommodation (no sale or purchase): £1,200

Where two or more new employees to the Trust enter into a joint purchase/sale/rental then the relevant limits as shown above will apply and the employees must share the sum equally between them.

New employees are entitled to claim any reasonable costs they incur as a result of their relocation subject to the relevant limit and provided they have original receipts or invoices as evidence that they have incurred the expenditure as a direct result of their need to relocate. As such the financial assistance may be put towards any of the costs associated with the relocation including, for example:

- Legal Expenses
- Agents fees
- Survey fees
- Temporary lodging/hotel expenses
- Travel expenses to view properties prior to appointment
- Furniture storage fees
- Removal expenses
- Stamp duty.

The list is based on the Inland Revenue guidelines for relocation schemes for which reimbursement is considered a non-taxable benefit subject to defined maximum payments, but is neither inclusive nor exhaustive. It will not, however, be acceptable for an employee to use all of their expenses for travelling allowances without attempting to relocate, as this will not be considered legitimate relocation expenses.

In cases where employees anticipate difficulty obtaining original receipts or invoices as evidence, for example in relation to travelling expenses, they should contact Human Resources who will advise on how to claim.

7.4. Right of Appeal

Where an employee is dissatisfied with a decision made on relocation expenses within the maximum level of reimbursement they may appeal against this decision by writing to the Director of Workforce & Transformation within 5 working days of the date of the letter advising of the decision.

An employee who wishes to seek additional reimbursement above the levels set out in this policy should put this in writing to the Director of Workforce & Transformation. Cases will be determined by the Director of Workforce & Transformation and the Director of Finance and increases will be made in exceptional circumstances only. Although each case will be judged on its own merits staff are advised that increases in entitlement will not be granted routinely.

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8. IMPLEMENTATION & TRAINING

This policy is applicable with immediate effect within the Trust. The Governance Department will ensure that this Policy is updated on the intranet and any previous versions are removed. The HR Service Centre or Medical Staffing will support individual members of staff when using the policy. The HR Department will make Trust Management aware of this version of the policy through the HR Bulletin and new starters through their contract of employment.

9. MONITORING & REVIEW

Minimum policy requirement to be monitored	Process for monitoring	Responsible individual/ group/ committee	Frequency of monitoring	Responsible individual/ group/ committee for review of results	Responsible individual/ group/ committee for development of action plan	Responsible individual/ group/ committee for monitoring of action plan
Compliance with policy and HMRC guidelines	Review prior to requesting payment to employee	Financial Accountant	As and when application for relocation expenses received	Associate Director of Finance – Financial Services	Head of Financial Services	Director of Finance

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10. REFERENCES & ASSOCIATED DOCUMENTATION

Department of Health (2015). *NHS Constitution: the NHS belongs to us all*. [online]. London. Department of Health. Available from : <https://www.gov.uk/government/publications/the-nhs-constitution-for-england> [Accessed 4th June 2019]

Gov.uk (n.d.) *Expenses and benefits: relocation costs*. [online]. London. Gov.uk. Available from: <https://www.gov.uk/expenses-and-benefits-relocation/overview>. [Accessed 4th June 2019]

Health Education East Midlands (2007) *Relocation and Associated Expenses Policy and Procedure for Medical Dental Trainees in Specialist Training Programmes within the East Midlands Healthcare Workforce Deanery* [online] Health Education England. Available from: <https://www.eastmidlandsdeanery.nhs.uk/node/1631> [Accessed 4th June 2019]

Northampton General Hospital NHS Trust (2017) *Clinical services strategy - refresh. 2015-2020*. Northampton. NGHT.

Northampton General Hospital NHS Trust (2016) *Health and wellbeing strategy*. Northampton. NGHT.

APPENDICES

Appendix 1 – Relocation Expenses Application Form
Appendix 2 – Relocation Expenses Claim Form

Appendix 1 – Relocation Expenses Application Form

RELOCATION EXPENSES APPLICATION FORM

Please return completed forms to, Human Resources, Northampton General Hospital NHS Trust, Cliftonville, Northampton, NN1 5BD. Medical Staff please return form to Medical Staffing. All other staff please return form to the HR Service Centre

Section A- Employee Details

Name	
Address	
Contact Telephone Number	
Contact Email Address	

Section B – Job Details

Job Title	
Department/Ward	
Line Managers Name (if known)	
Start Date (if known)	

Section C - Declaration

I confirm that as a new employee to the Trust I wish to apply for assistance with relocation expenses for the above role and confirm that I meet the eligibility criteria below:

1	I live outside of a 35 mile radius of the Trust and it is my intention to move at least 20 miles nearer to the Trust or within the specified radius of the Trust to satisfy operational and service needs. or I am a Consultant and I intend to move at least 10 miles nearer to the Trust or within 30 minutes travel time.	Y / N Y / N
2	I have been appointed to a permanent post at band 8a or above or the equivalent salary for medical staff (excluding any allowances or enhancements).	Y / N
3	My spouse, partner or any other person living me has not have received similar assistance from any source as a result of their move to the area.	Y / N
4	I will submit my claim within the first 12 months of commencing employment with the Trust.	Y / N

I confirm that I undertake to remain in the Trust's employee for at least 3 years and I understand and agree that should I leave the Trust's employment within this time period then I will repay the following:

- 100% of the expenses claimed if I leave the Trust within 12 months of my employment commencing
- 66% of the expenses claimed if I leave the Trust within 12 – 24 months of my employment commencing
- 33% of the expenses claimed if I leave the Trust within 24 – 36 months of my employment commencing.

I understand that the repayment of the fees is applicable if I resign or are dismissed from the Trust, excluding reasons of redundancy or a TUPE transfer to another organisation. The recovery of the fees, upon leaving the Trust, will be made through a deduction from my final salary. If my final salary does not cover the amount to be repaid, a repayment plan will be sent to me to recover the remaining amount.

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If I claim for assistance with relocation expenses and fail to relocate then I understand that any monies already paid to me e.g. for rent, will be repayable to the Trust.

New Employee's Signature: Date:

To be completed by the Divisional/Clinical Director

<p>This application to approve the provision of relocation expenses has been:</p> <p>Approved* / not approved * (*Please circle)</p>	<p>Rationale:</p>
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Divisional/Clinical Director Signature:

Name of Divisional/Clinical Director (Capitals):

Date:

This completed and signed form must be returned to the Human Resources Department who will action the appropriate confirmation letter and place a copy of the letter and this form on the employee's relocation file.

The relocation file will be sent to the relevant department for inclusion in the employee's personal file upon completion of the claim/s, if applicable.

Should the employee leave the Trust during or within 3 years of their employment commencing, for reasons of resignation or dismissal, a copy of this form should be submitted with the Notification of Leavers Form to enable the repayment to be processed.

Appendix 2 – Relocation Expenses Claim Form

RELOCATION EXPENSES CLAIM FORM

Please return completed forms to, Human Resources, Northampton General Hospital NHS Trust, Cliftonville, Northampton, NN1 5BD **with supporting original receipts or invoices.**

Medical Staff please return form to Medical Staffing. All other staff please return form to the HR Service Centre

PLEASE PRINT IN BLOCK CAPITALS AND COMPLETE ALL PARTS

1) Employee Details

Dr / Mr / Mrs / Miss / Ms

Last Name: _____

First Name: _____

Payroll No. (ESR Assignment No): _____

Correspondence Address: _____

_____ Postcode: _____

Contact Telephone Number: _____

Work Telephone Number: _____

Email address: _____

2) Post Details

Employment (please complete all boxes)	New Post	Previous Post
Base, if not NGH		
Department		
Job title		
Grade or band		
Contracts hours or PA's per week		
Start date and leaving date (previous post only)		

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3) Relocation Details

Accommodation (please tick as appropriate)	Previous Address Details	New Address Details
Owner occupied		
Hospital accommodation (room / flat / house)		
Rented furnished accommodation (room / flat/ house)		
Rented unfurnished accommodation (room / flat/ house)		

Has your spouse, partner or anyone else living with you claimed relocation and associated expenses from another source?

Yes / No

Have you claimed relocation expenses from a previous Trust?

Yes / No

Have you claimed excess mileage associated with relocation from a previous Trust?

Yes / No

If you have answered yes to any of the above, please provide full details including amounts claimed (use separate sheet if required):

4) Relocation Expenses Claim

Removal Expenses (please tick and complete as appropriate)	Tick if Claiming	Amount Claiming
Solicitor fees		
Estate Agents / Auctioneers fees		
Survey fees		
Temporary lodging / hotel expenses		
Travel expenses (mileage paid at public transport rate)		
Furniture storage fees		
Removal expenses		
Stamp duty		
Other (please detail)		

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5) Bank Details

Name of Bank / Building Society: _____

Name of Account Holder: _____

Sort Code: _____ - _____ - _____ Account Number: _____

Building Society Reference (if applicable): _____

6) Declaration to be Completed by Applicant

I confirm that neither I nor my spouse, partner nor any member of my household will receive assistance with relocation costs claimed herein from any other source.

I _____ hereby make a formal application towards relocation expenses incurred by me.

I undertake to remain in the Trust's employ for a minimum of three years. Unless circumstances occur during the period which the Trust accepts as serious enough to justify any release from this undertaking. I am aware that if the undertaking is otherwise broken by me I will be called upon to refund the whole or part of the sum paid to me as my relocation expenses as set out in the Relocation Expenses Policy and that this can be deducted from my salary, where possible.

Signature of Employee: _____ Date: _____

Office Use Only

HR Authorisation

Signature: _____ Print Name: _____

Job Title: _____ Date: _____

The Relocation Expenses Application Form was approved by the following Divisional/Clinical Director

Name: _____ Date: _____

Maximum entitlement: £ _____

Amount to be paid for this claim: £ _____

Amount of any previous claims made: £ _____

Available monies still able to claim: £ _____

Finance Authorisation for payment by

Signature: _____ Print Name: _____

Job Title: _____ Date: _____

A copy of this form must be placed on the employee's relocation file. The relocation file will be sent to the relevant department for inclusion in the employee's personal file upon completion of the claim/s.

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