

Public – To be published on the Trust external website

Title: Relocation expenses procedure

Ref: HR-0051-v2

Status: Approved

Document type: Procedure

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1 Introduction

The aim of this procedure is to support the Trust when facing recruitment difficulties, to either key roles or difficult to recruit to roles, by offering recruiting managers the option to offer relocation expenses to out of area successful candidates. In doing so the procedure clearly outlines eligibility and claiming criteria.

This procedure will support the delivery of the Trust's second goal, which is to Co-Create a great experience for our colleagues.

We will do this by:

- Ensuring that recruiting managers are aware of this procedure and the option to offer relocation expenses to aid recruitment difficulties.
- Ensure that all claims are reviewed in line with the eligibility and claiming criteria.
- Demonstrating that we are a well led and managed organisation.

2 Purpose

Following this procedure will help the Trust to:-

- Adopt a fair and effective approach to granting relocation expenses;
- Aid our recruitment to difficult to recruit to posts by offering relocation expenses to successful candidates.

3 Who this procedure applies to

This procedure is to support the recruitment process for difficult to recruit to roles.

This procedure applies to applicants who are regarded to have filled a key post or where the post is deemed to be difficult to recruit to. An example of a key role may be an executive role within the Trust or a role that is a unique role.

4 Related documents

This procedure also supports the:

- [Equality Diversity Inclusion & Human Rights Policy](#)
- [Recruitment and Selection Procedure](#)

- [Trust Values](#)

5 Eligibility



Relocation expenses must be discussed and agreed prior to a post being advertised

5.1 Need to move home/ additional expense

Assistance with relocation and associated expenses shall be approved at the discretion of the Trust, to employees who, as a result of taking up employment with the Trust, either need to move their home or have additional expenses.

5.2 Key post / difficult to recruit to

Under this procedure consideration will be given to the re-imbursement of relocation expenses to employees who are regarded as **filling a key post or the post is deemed to be difficult to recruit to**.

If a post is deemed difficult to recruit to and a manager wishes to include the possibility of relocation expenses within the advert this must be discussed with the relevant Principal People Partner/ Associate Director of Medical Development.

If a successful candidate having been offered a post is eligible for relocation expenses this must be discussed with the relevant Principal People partner/ Associate Director of Medical Development before notifying the individual. A record of this discussion will be held in People and Culture/Medical Development.

In exercising discretion the Trust shall apply the principles of the Trust's Equality Diversity Inclusion and Human Rights Policy.

The Trust will require employees to repay all or part of reimbursements and grants paid if they leave the Trust within 2 years of the appointment that gave rise to the expense

6 Procedure



Note: There is a separate process in relation to International Recruitment Campaigns



If agreement is given that the post is either a key post in the organisation or is deemed to be difficult to recruit to and attracts relocation expenses, this should be stipulated in the advert

6.1 Applying for reimbursement



It is the responsibility of the Appointing Manager to authorise the application prior to forwarding to the relevant Principal People Partner/Associate Director of Medical Development.

Employees wishing to **apply** for reimbursement of expenses must complete the attached “Application for assistance with relocation expenses” form ([Appendix 1](#)) in full.

This form must be signed by the appointing manager and forwarded to the People and Culture Department/Medical Development for final approval. A copy will be retained in the People and Culture department/Medical Development.



All sections of the application **must** be completed. If not, it will be returned to the recruiting manager

6.2 Claiming for reimbursement



Claims for relocation expenses cannot be processed without receipts and invoices being provided

If approved the employee can **claim** for relocation expenses incurred by completing the attached “claim for assistance with relocation expenses” form ([Appendix 1](#)). All claims **must** be accompanied by receipts and invoices and forwarded to the People and Culture department/Medical Development for approval.

The People and Culture/Medical Development department will retain copies of all claim forms before forwarding the original to the Payroll department for payment.

The People and Culture/Medical Development department in conjunction with the Finance department will be responsible for monitoring relocation expenses in relation to the following:

- When the individual has claimed up to the maximum amount allowable.
- Six monthly review to check on progress made in relation to the sale of property.
- Check that any employee leaving the Trust is required to repay relocation expenses due to them leaving less than 2 years into a role.

Approved reimbursements will be deducted from the relevant service budget of where the post is.

7 Reimbursement

7.1 Categories and reasonable expenses

All claims for relocation expenses should fall within one of the following categories:

Category	Maximum reimbursement
Existing house owner (buying / selling)	£8,000
House owner to rented accommodation (selling)	£1,500
First time buyer	£1,500
Rented accommodation to rented accommodation	£1,000

In exceptional circumstances payment of expenses up to a maximum of £12,000 may be authorised by Director of People and Culture/Medical Development.

The Trust may meet any reasonable costs incurred in relation to the above 4 categories, including:

- Removal of furniture and effects.
- Storage of furniture and effects.
- Legal expenses on house purchase.
- Legal expenses on house sale.
- Mortgage / loan charges
- Estate Agents or Auctioneers' fees.

- Tenancy / Rental fees.
- Preliminary visit.
- Journey from old to new house.
- Return visit to supervise removal.
- Excess rent allowance.
- Excess daily travel expenses.
- Miscellaneous expenses directly related to the removal.
- Survey fees
- Stamp duty

Refundable deposits cannot be claimed under this procedure.

All claims made in respect of the above must be accompanied by invoices / receipts.

7.2 Reimbursement conditions

The claimant will be entitled to reimbursement for reasonable expenses incurred through the process of moving (see [Appendix 1](#)). Requests for relocation expenses beyond those listed on [Appendix 1](#) will need prior agreement from the Associate Director of Operations, Wellbeing and Resourcing/Associate Director of Medical Development.

All claims associated with relocation expenses should be made within the first year of employment with the Trust. Any extension to this year period would require prior approval from the Associate Director of Operations, Wellbeing and Resourcing /Associate Director of Medical Development, this will be monitored and reported upon.

All applicants must evidence that they have received 3 quotes for incurred costs to ensure the Trust is getting value for money.

Payment for claims made in relation to relocation Expenses will only be made if accompanied by receipts and invoices.

1 day additional paid leave may be granted for the purpose of removal of household and personal effects, at the discretion of the Manager having the responsibility to grant leave.

Where an employee has been unable to move house and continues to reside at home, then they will be reimbursed any extra travelling expenses incurred in travelling from home to their work base for a maximum period of 6 months. Should the property sell within the 6 months all reimbursement received will be offset against the maximum payable in section 7.1.

Alternatively, should an employee's old property remain unsold and they decide to take temporary accommodation in the new area, their rental expenses will be reimbursed for a maximum period of 6 months. Should the property sell within the 6 months all reimbursement received will be offset against the maximum payable in section 7.1.

Any legal costs, survey fees etc. incurred in an unsuccessful attempt to purchase a property may be reimbursed at the discretion of the Trust. The Trust must be satisfied the reason the purchase was abandoned was acceptable and that any costs in relation to the work done are reasonable. Where the abandonment relates to an adverse structural survey, a copy of the surveyor's report must be submitted with the expenses claim form. Any costs reimbursed will be offset against the maximum payable in section 7.1.

All reimbursements will be facilitated in line with active HMRC guidance. Expenses exceeding £8000 may have further tax implications, advice must be sought from the finance directorate.

Should an employee leave employment with the Trust within 2 years of their appointment they will be required to pay back relocation expenses in line with the following:

Leave between	Repayment
Less than 6 months	100%
Between 6 months and 18 months	75%
Greater than 18 months but less than 24 months	50%

Should a consultant leave the service within a period of two years from receipt of the relocation expense, all or some of the monies paid will be reclaimed. This will be dependent on circumstances and the decision will lie with the Medical Director.

If the employee does not move within 12 months of commencing employment, the Trust will have the right to withdraw from any agreement of financial support for relocation expenses.

In exceptional circumstances where the trust requests a member of staff to relocate their work base for a specific role, consideration will be given to compensate the individual for both travel and time spent travelling. This will only be considered when the distance travelled is beyond what would be classed as reasonable. This must be discussed with the Associate Director of Operations, Wellbeing and Resourcing prior to any arrangement been agreed and the agreement will be in place for a maximum of 4 years. This may also apply if staff express an interest in a post which cannot be filled through the usual recruitment process and the distance to travel is beyond reasonable.

8 Definitions

Term	Definition
'Key role' in the Organisation	<ul style="list-style-type: none"> An example of this may be an Executive role within the Trust or a role that is unique role
Difficult to recruit to post?	<ul style="list-style-type: none"> Where a number of factors impact on the ability to successfully recruit ie the location; workplace/environment; local competitors; lack of diverse candidate pool available; specialist roles with specific criteria/qualifications –

9 How this procedure will be implemented

- This procedure will be published on the Trust intranet and external website.
- Awareness of the updated procedure will be included in the Trust internal bulletin.

9.1 Implementation action plan

Activity	Expected outcome	Timescale	Responsibility	Means of verification/ measurement
NA				

9.2 Training needs analysis

Staff/Professional Group	Type of Training	Duration	Frequency of Training
Recruiting Managers	Awareness of new procedure. Advice to be provided by People Partners for difficult to recruit to roles	NA	NA

10 How the implementation of this procedure will be monitored

Number	Auditable Standard/Key Performance Indicators	Frequency/Method/Person Responsible	Where results and any Associate Action Plan will be reported to, implemented and monitored; (this will usually be via the relevant Governance Group).
1	Each application is reviewed against this procedure to ensure appropriate claims are made	Frequency – As each application is submitted	Each application requires sign off by Appropriate Manager and Principal People Partner. Inappropriate Claims are monitored and rejected if necessary.

11 References

No external references to note.

12 Document control (external)

To be recorded on the policy register by Policy Coordinator

Required information type	Information
Date of approval	14 May 2024
Next review date	14 May 2027
This document replaces	Relocation expenses procedure HR-0054-v1
This document was approved by	PWG
This document was approved	26 April 2024
This document was ratified by	JCC
This document was ratified	14 May 2024
An equality analysis was completed on this policy on	17 September 2024
Document type	Public

FOI Clause (Private documents only)	n/a
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Change record

Version	Date	Amendment details	Status
v2	14 May 2024	Updated to new procedure format Included previous appendix 1 in body of the procedure at 7.1	Approved

Appendix 1 - Application for Assistance with Relocation Expenses

1. NAME OF APPLICANT _____

2. DETAILS OF NEW APPOINTMENT WITH TRUST

Role

Department

Grade and Salary

Full time / Part time

Work hours / week if part time

Date of Commencement _____ Duration of Contract

2. PREVIOUS ADDRESS _____

Type of accommodation to be stated _____

e.g. Owner – occupied, rented unfurnished, rented furnished

or part furnished (if part furnished, state to what extent)

3. **NEW ADDRESS (if known)** _____

Type of accommodation to be stated _____

e.g. Owner-occupied, rented unfurnished, rented furnished or part furnished (if part furnished, state to what extent)

DECLARATION _____

I hereby make application to the Trust for assistance with removal expenses actually and necessarily incurred by me in connection with my appointment with the Trust and in accordance with the following categories. In doing so I declare that the information given by me throughout this form is correct. I also confirm that removal expenses claimed are not subject to reimbursement from another source to my spouse, family or partner.

Please tick category for which removal expenses will be claimed: -

Category	Maximum reimbursement	Tick Here
Existing house owner (buying / selling)	£8,000	
House owner to rented accommodation (selling)	£1,500	
First time buyer	£1,500	

Rented accommodation to rented accommodation	£1,000	
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** Expenses exceeding £8000 may have further tax implications, please seek advice from the finance department **

Employee Signature _____ Date _____

I understand if I leave the Trust within a period of 2 years I will be required to repay reimbursement received as per detail in the Relocation Expenses procedure. (please note this will not be applicable for staff who leave the Trust due to ill health retirement)

Manager Name _____ Date _____

Manager Signature _____ AS Number _____

FOR OFFICE USE ONLY

APPROVED / NOT APPROVED

Principal People Partner _____ DATE _____

Appendix 2 - Claim Form For Assistance With Removal Expenses

NAME: _____

ADDRESS TO WHICH REIMBURSEMENT TO BE MADE: _____

POST: _____

BAND: _____

DATE	DETAILS OF CLAIM	AMOUNT CLAIMED

NB: Reimbursement will only be made if accompanied by receipts/invoices

SIGNED

Date

FOR OFFICE USE ONLY

Please reimburse the above named individual the sum of £.....

Authorised & Checked by : Name

Date

People and Culture/Medical Development

Processed by : Name

Date

Payroll

Appendix 3 - Application for Assistance With Relocation Expenses (Medical Staff)

This form must be completed for each claim or part claim

Part A – to be completed by everybody

APPLICATION FOR ASSISTANCE WITH RELOCATION EXPENSES (Medical Staff)			
Name of Applicant			
Grade & Salary		Number of Hours	
Specialty & Hospital Base			
Date of Commencement		Duration of Fixed Term Contract (if not substantive)	
Previous Employer		Grade	
Number of Hours		Date of Termination	

Part B – to be completed if selling a house

PREVIOUSLY OWNED ACCOMMODATION			
Address			
Sale Price of House	£	Agent's/Auctioneer's Fees	£
Legal Expenses	£	Please detail items below and enclose receipts	
<p>Part C – to be completed if buying a house</p>			
NEWLY OWNED ACCOMMODATION			
New Address			
Price of House Purchase	£	Agent's/Auctioneer's Fees	£

Legal Expenses	£	Please detail items below and enclose receipts
Part D – to be completed if renting accommodation		
PREVIOUSLY RENTED ACCOMMODATION		
Previous Address		
Furnished or Unfurnished		
NEWLY RENTED ACCOMMODATION (if applying for rental assistance)		
New Address		
Furnished or Unfurnished		
Rent Per Calendar Month	£	Please note: the Trust is unable to re-imburse doctors for any deposit/bond paid in respect of rented accommodation as the deposit/bond may be refunded by the landlord upon completion of the tenancy

Name & Contact Details of Landlord/Estate Agency			
	Tel No: ()		
Tenancy Date From		Tenancy Date To	

Part E – to be completed if claiming other expenses

MOVING EXPENSES			
Date of Move		Mileage From Old to New Property	
Cost of Removal	£ Please provide three quotes from removal companies (NB – expenses will be paid in accordance with the lowest quote)		
Extra Costs, eg insurance	£	Total Cost of Removal	£
STORAGE EXPENSES			
Number of Weeks of Storage		Total Cost of Storage	£
TRAVELLING EXPENSES			

(Day of move)			
Mode of Transport		Number of people travelling (inc yourself)	
Number of Miles travelled		Total Cost of Travelling	£
PRELIMINARY VISITS (To search for accommodation)			
Total Number of Visits		Mode of Transport	
Total Number of Miles Travelled		Total Cost of Travelling	£
Overnight Stay Costs	£	Total Cost of Preliminary Visits	£
TOTAL COST OF REMOVAL EXPENSES			
Total Cost Requested for Reimbursement	£		
Part F – to be completed if claiming home to base mileage in lieu of expenses			
Home to Base Mileage (in lieu of relocation expenses)			

Number of miles claimed	
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Please remember that reimbursement will only be made if claim is accompanied by original receipts and/or invoices. Please ensure ALL relevant sections of this form are fully completed and you have attached the relevant documentation.

I hereby make an application to the Trust for assistance with removal expenses actually and necessarily incurred by me in connection with my appointment with the Trust and in doing so I declare that the information given by me throughout this form is correct. I also confirm that removal expenses claimed are not subject to reimbursement from another source either to my spouse, family or partner.

I undertake not to leave the service of the Trust within a period of two years unless the move is the result of unforeseen circumstances serious enough to justify releasing me from this undertaking, otherwise I may be called upon to refund the whole or part of the expenses paid.

Signed:..... Date:.....

Head of Service/General Manager

I hereby approve of the above application and that any expenditure incurred will be debited from the following budget:

Cost Code:..... Date:.....

Name:..... Signature:.....

(Authorised Signatory)

Appendix 4- Equality Impact Assessment Screening Form

Please note: The [Equality Impact Assessment Policy](#) and [Equality Impact Assessment Guidance](#) can be found on the policy pages of the intranet

Section 1	Scope
Name of service area/directorate/department	People and Culture
Title	Relocation Expenses procedure
Type	Procedure
Geographical area covered	Trustwide
Aims and objectives	Aid Managers who are experiencing difficulties recruiting. To attract applicants from out of area, where relocation expenses might be an option.
Start date of Equality Analysis Screening	15 April 2024
End date of Equality Analysis Screening	17 September 2024

Section 2	Impacts
Who does the Policy, Procedure, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?	Aid to help the recruitment process for difficult to recruit to roles
Will the Policy, Procedure, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups? Are there any Human Rights implications?	<ul style="list-style-type: none"> • Race (including Gypsy and Traveller) YES / NO • Disability (includes physical, learning, mental health, sensory and medical disabilities) YES / NO • Sex (Men and women) YES / NO • Gender reassignment (Transgender and gender identity) YES / NO • Sexual Orientation (Lesbian, Gay, Bisexual, Heterosexual, Pansexual and Asexual etc.) YES / NO • Age (includes, young people, older people – people of all ages) YES / NO • Religion or Belief (includes faith groups, atheism and philosophical beliefs) YES / NO • Pregnancy and Maternity (includes pregnancy, women / people who are breastfeeding, women / people accessing perinatal services, women / people on maternity leave) YES / NO • Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners) YES / NO • Armed Forces (includes serving armed forces personnel, reservists, veterans and their families) YES / NO • Human Rights Implications YES / NO (Human Rights - easy read)

Describe any negative impacts / Human Rights Implications	No negative impact identified
Describe any positive impacts / Human Rights Implications	Positive impact, the option of relocation expenses, can aid recruitment by attracting out of are applicants for difficult to recruit to roles

Section 3	Research and involvement
What sources of information have you considered? (e.g. legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.)	Best Practice
Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the protected groups?	Policy Working Group and JCC
If you answered Yes above, describe the engagement and involvement that has taken place	Draft presented to PWG – representation from staffside and management across the organisation
If you answered No above, describe future plans that you may have to engage and involve people from different groups	

Section 4	Training needs
As part of this equality impact assessment have any training needs/service needs been identified?	No
Describe any training needs for Trust staff	No training – awareness of options to apply relocation expenses will be provided to managers via the People Partner
Describe any training needs for patients	NA
Describe any training needs for contractors or other outside agencies	NA

Check the information you have provided and ensure additional evidence can be provided if asked.

Appendix 5 - Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

Title of document being reviewed:	Yes / No / Not applicable	Comments
1. Title		
Is the title clear and unambiguous?	Yes	
Is it clear whether the document is a guideline, policy, protocol or standard?	Yes	
2. Rationale		
Are reasons for development of the document stated?	Yes	
3. Development Process		
Are people involved in the development identified?	Yes	P&C Medical Development, PWG and JCC
Has relevant expertise has been sought/used?	Yes	
Is there evidence of consultation with stakeholders and users?	Yes	PWG and JCC
Have any related documents or documents that are impacted by this change been identified and updated?	NA	
4. Content		
Is the objective of the document clear?	Yes	To support and aid recruitment to difficult to recruit to roles
Is the target population clear and unambiguous?	Yes	
Are the intended outcomes described?	Yes	To support and aid recruitment to difficult to recruit to roles

Are the statements clear and unambiguous?	Yes	See above
5. Evidence Base		
Is the type of evidence to support the document identified explicitly?	Yes	
Are key references cited?	Yes	
Are supporting documents referenced?	Yes	
6. Training		
Have training needs been considered?	Yes	No specific training needs identified
Are training needs included in the document?	NA	See above
7. Implementation and monitoring		
Does the document identify how it will be implemented and monitored?	Yes	
8. Equality analysis		
Has an equality analysis been completed for the document?	Yes	
Have Equality and Diversity reviewed and approved the equality analysis?	Yes	AH 17 Sept 2024
9. Approval		
Does the document identify which committee/group will approve it?	Yes	PWG and JCC
10. Publication		
Has the policy been reviewed for harm?	Yes	No Harm Identified
Does the document identify whether it is private or public?	Yes	
If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	NA	Public

11. Accessibility (See intranet accessibility page for more information)		
Have you run the Microsoft Word Accessibility Checker? (Under the review tab, 'check accessibility'. You must remove all errors)	Yes	
Do all pictures and tables have meaningful alternative text?	n/a	
Do all hyperlinks have a meaningful description? (do not use something generic like 'click here')	NA	No hyperlinks