



Relocation Policy

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Linked procedural documents	Change Management Policy Recruitment and Selection Policy Local Counter Fraud / HR Liaison Policy
Dissemination requirements	All Trust employees by intranet
Part of Trust's publication scheme	Yes

The East of England Ambulance Service NHS 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, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair 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 between people from different groups and foster good relations between people from different groups.

All Trust policies can be provided in alternative formats.

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1. Introduction

- 1.1 Effective recruitment is central to EEAST'S ability to successfully deliver services. In certain circumstances a relocation package is an appropriate way to attract high calibre applicants and reduce the financial strains of relocation which may have prevented them from applying for the role. Often a relocation package's cost may be of less financial impact of either not filling the vacancy or training an individual to carry out the role.

2. Purpose

- 2.1 This policy explains the specific financial assistance available to candidates appointed to key posts who need to relocate for the role, and to ensure relocation expenses are applied in a cost effective and consistent manner.
- 2.2 The conditions of eligibility are defined within this policy and will form part of the employment offer to prospective or existing employees.
- 2.3 This policy applies to all eligible EEAST employees and external applicants who apply for applicable roles.
- 2.4 This policy does not apply to bank workers, agency staff and/or fixed term appointments of less than one year.

3. Duties

- 3.1 The recruiting Line manager is responsible for organising a relocation package **before** the vacancy is advertised and ensuring the relocation package is mentioned within the advert.
- 3.2 The Executive Management Team approve whether a post attracts a relocation package.
- 3.3 The Director of People Services or Remuneration Committee have authority for the relocation budget.

- 3.4 The Recruitment team are responsible for attaching the Relocation Policy to applicable job adverts on NHS jobs.
- 3.5 HR are responsible for:
- maintaining 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 monitoring requests for relocation expenses.;
 - ensuring this procedure will be applied fairly and consistency to all regardless of any protected characteristics.
- 3.6 Managers, HR staff and trade union representatives are responsible for providing advice and guidance to employees and external applicants on this policy and procedure.
- 3.7 Employees and external applicants are responsible for relocating and submitting the required documentation in line with the policy.
- 3.8 Finance are responsible for making payment, once approved, to the employee.

4. Eligibility

- 4.1 Only permanent job roles can attract a relocation package.
- 4.2 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.
- 4.3 You must have applied for, and commenced employment, in a post which attracts a relocation package. If you have not applied for a role with a formally advertised relocation package, you have no entitlement to request a relocation package.
- 4.4 You must:
- currently live more than one hour away from new work base; and

- move to a new residence less than 30 minutes away from new work base.
- 4.5 Journey times will be based on the AA Route Planner average journey time (<https://www.aa-route-planner.com/>).
- 4.6 In exceptional circumstances, if you are not eligible but it is in EEAST's financial interest to grant a relocation package, a decision will be made on a case-by-case basis. An example of this is where an involuntary change for an employee would result in the cost of excess mileage being significantly higher than the relocation costs. Any package agreed would be bespoke to the circumstances and possibly less than the normal packages.
- 4.7 Your partner, or another person living with you, 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 Counter Fraud Team.

5 Gaining permission to offer a relocation package

- 5.1 If, following advice from the HR representative, a recruiting manager feels that it is appropriate and/or necessary to offer a relocation package, written approval is required from the Executive Leadership Team, prior to commencing the recruitment process.
- 5.2 If it is agreed, the recruiting manager should complete the TRAC vacancy process, including confirmation of ELT approval and obtain the necessary authorisations.
- 5.3 The advertisement must state: 'This post attracts a relocation package depending on an applicant's personal eligibility.'
- 5.4 The usual recruitment process will apply from this point forward in accordance with our Recruitment and Selection policy.

6. Following a successful selection decision

- 6.1 Successful applicants will receive:

- an offer of employment confirming access to the relocation package; and
- an Application for Relocation Expenses Form.

7. Policy in practice

7.1 The relocation package is designed to assist with the specific circumstances, and the reason for relocating must be one of the following:

- you are starting a new job with EEAST;
- your employment duties have changed;
- Your duties are involuntarily moving to a new location.

7.2 Eligible Expenses

Expenses must fall into one of the following four categories to qualify:

- sale of old home;
- purchase of new home;
- transportation of belongings to new residence;
- associated travel and subsistence costs.

7.3 Non-Qualifying Expenses

The following are non-qualifying expenses (this 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 employee's home;
- compensation for other losses, such as penalties for withdrawing from a school without sufficient notice;

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- 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.

7.4 Relocation packages are dependent on applicants' current property circumstances. Only one of the following can be selected:

	Description	Maximum Payment
A	Selling current property to purchase new property	£8,000
B	Selling current property to move into rented property or moving from rented property and buying a property	£5,000
C	Buying or selling a property in isolation	£4,000
D	No property to buy or sell but will incur cost of moving possessions and administrative tenancy costs.	£1,500

7.5 The maximum relocation package is £8,000. Payments above this amount:

- are liable to incur taxation and require reporting to HMRC; and
- must be justified and approved by EEAST's remuneration committee.

7.6 Relocation expenses are 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 in **one** claim.

7.7 Relocation expenses must be claimed within 12 months of the relocation period.

- 7.8 Relocation expenses are recoverable by EEAST within the first 4 years in post (see Section 11).

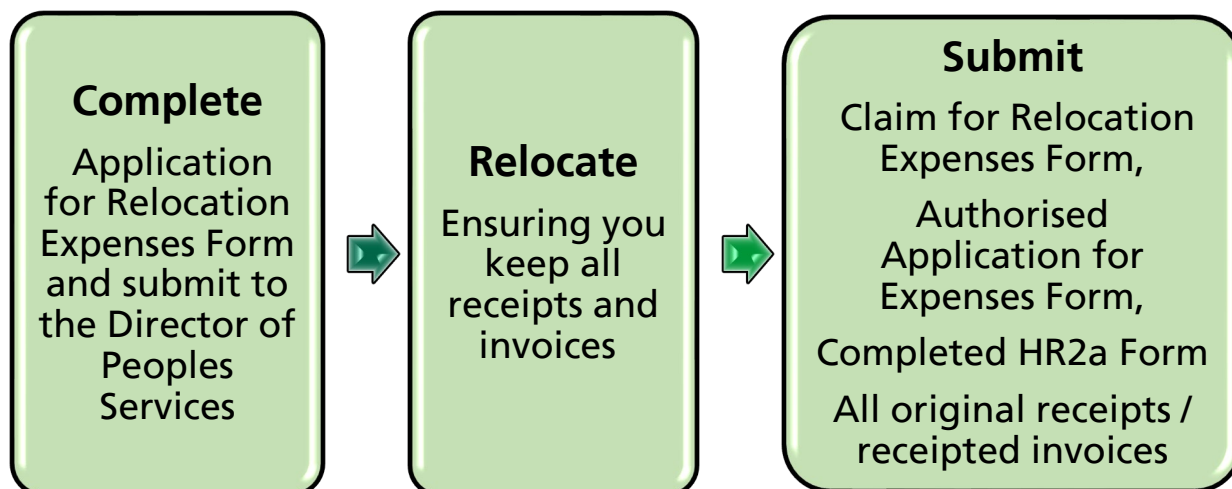
8. Legal obligations

- 8.1 The HMRC places certain obligations on employers who provide expenses and benefits to an employee in connection with a change in their main residence.
- 8.2 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.
- 8.3 For more information visit <http://www.hmrc.gov.uk/index.>, as their rules may have changed since the publication of this policy.

9 How to claim relocation expenses

- 9.1 You must submit your Application for Relocation Expenses Form, to the Director of People Services **before** taking up the post and approval obtained **before** you commit any expense. Retrospective submissions of the application form will not necessarily be approved.
- 9.2 Once you have commenced in your new role, you will need to submit a Claim for Relocation Expenses Form (**available on the Trust intranet**). To ensure you are not liable to tax deductions this form must be submitted within 12 months. Please also refer to 8.2.
- 9.3 To receive your package you must submit together:
- all original receipts and/or receipted invoices;
 - your signed Application for Expenses Form;
 - a completed HR2;

- your Claim for Relocation Expenses Form (**available on the Trust intranet**).



- 9.4 Please ensure you take copies of all documents prior to sending originals.
- 9.5 Your claim should be submitted in person to the local HR Team where it will be checked and receipted.
- 9.6 The Director of People Services will provide the final sign off before payment is made to you via Finance.
- 9.7 Finance usually pay the expenses to a bank account. Once processed Finance will return all original receipts and invoices. You can collect these in person, or they can be posted by Special Delivery. Copies of all paperwork will be sent to HR and placed on file.

10. Homeowner and non-homeowner eligible expenses

- 10.1 Applicants are asked to keep expenses to a minimum.
- 10.2 The following table details eligible expenses depending on your residential status:

Type of Expense	Residential Status	
	Homeowner	Non-Homeowner
Sale of Old home including solicitor's fees, estate agent or	Yes	No

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Type of Expense	Residential Status	
	Homeowner	Non-Homeowner
auctioneer's fees, incidental legal expenses		
Purchase of new home including solicitor's fees, estate agent or auctioneer fees, finder's fees, stamp duty, land registration fees, survey fees, incidental legal expenses.	Yes	No
Removal expenses including transportation of furniture or household effects, insurance of items in transit, storage if required	Yes	Yes
Travel expenses (public transport and subsistence rates in accordance with AFC including, 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.	Yes	Yes

11. Recovery of relocation expenses

- 11.1 You are expected to remain in the job role and at a workplace location to which the relocation expenses applied to for 4 years, otherwise a percentage of relocation expenses will be recoverable as outlined in the table below. This is because the relocation expenses have been provided to facilitate recruitment into specific posts and/or at specific locations.

If you are unsure whether a change in circumstances affects your relocation package, please contact HR for advice.

Time in Role	Amount of Relocation Expenses Recoverable
Year 1	100%
Year 2	100%
Year 3	50%
Year 4	25%

- 11.2 The recovery of relocation expenses outlined in the above table applies to anyone who voluntarily changes or leaves their role (or EEAST) and any employee who is dismissed.

12 If you have any concerns

- 12.1 EEAST wishes to ensure that all applicants, whether successful or unsuccessful, have a positive experience, however if you do have concerns regarding the application of this policy you can:

- **External Applicants**

Write to the Director of People Services, East of England Ambulance Service NHS Trust, Hammond Road, Bedford, Bedfordshire, MK41 0RG.

- **Internal Applicants**

Discuss with your line manager/ HR representative in the first instance, however if you feel your concern has not been

addressed appropriately, you can consider further action in accordance with our Grievance Policy.

13. Policy Review

- 13.1 This policy will be reviewed on a three-yearly basis or amended in the light of new employment legislation and/or relevant case law.

Appendix A

Equality Impact Assessment

EIA Cover Sheet																			
Name of process/policy	Relocation policy																		
Is the process new or existing? If existing, state policy reference number	Existing (POL077)																		
Person responsible for process/policy	HR																		
Directorate and department/section	People Services																		
Name of assessment lead or EIA assessment team members	Head of HR Policy, Risk Management & Projects / EDI Lead / HR Advisor																		
Has consultation taken place? Was consultation internal or external? (Please state below):	Internal consultation. This policy was written in partnership by management and staff side.																		
The assessment is being made on:	<table border="1"> <tbody> <tr> <td>Guidelines</td> <td></td> </tr> <tr> <td>Written policy involving staff and patients</td> <td>X</td> </tr> <tr> <td>Strategy</td> <td></td> </tr> <tr> <td>Changes in practice</td> <td></td> </tr> <tr> <td>Department changes</td> <td></td> </tr> <tr> <td>Project plan</td> <td></td> </tr> <tr> <td>Action plan</td> <td></td> </tr> <tr> <td colspan="2">Other (please state)</td> </tr> <tr> <td colspan="2">Training programme.</td> </tr> </tbody> </table>	Guidelines		Written policy involving staff and patients	X	Strategy		Changes in practice		Department changes		Project plan		Action plan		Other (please state)		Training programme.	
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Written policy involving staff and patients	X																		
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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 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	X	Religion/belief	X	Marriage/Civil Partnership	X
Gender	X	Disability	X	Sexual orientation	X
Age	X	Gender re-assignment	X	Pregnancy/maternity	X
Who is responsible for monitoring the policy/procedure/practice/event? HR					
What information is currently available on the impact of this policy/procedure/practice/event? Having reviewed the policy and completed a full consultation process, no negative impact was raised, and with the evidence available there is no negative impact.					
Do you need more guidance before you can make an assessment about this policy/procedure/ practice/event? 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:					
Race	X	Religion/belief	X	Marriage/Civil Partnership	X
Gender	X	Disability	X	Sexual orientation	X
Age	X	Gender re-assignment	X	Pregnancy/maternity	X

Please provide evidence:

This policy is designed to have a positive impact for all eligible employees.

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: **No**

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

Please provide evidence:

Having reviewed and updated the policy and completed a full consultation process, no negative impact was raised, and with the evidence available there is no negative impact.

Action Plan/Plans - SMART

Specific

Measurable

Achievable

Relevant

Time Limited

Evaluation Monitoring Plan/how will this be monitored?

Who

How

By

Reported to

Appendix B - Monitoring Table

What	Who	How	Frequency	Evidence	Reporting arrangements	Acting on recommendations	Change in practice and lessons to be shared
That relocation packages are approved, advertised, paid and recovered as appropriate .	Head of Resourcing & Shared Services	Recruitment records	Annually	Relocation records held within the Resourcing team.	Reported to and discussed at People Committee where required	Head of Resourcing & Shared Services will address any actions or changes required.	Any change in practice will be identified and: <ul style="list-style-type: none"> • process updated with resourcing team • Resourcing team / line manager training implemented • policy updated where required