

## Relocation allowances (CCAP)

Heads of Service may authorise the payment of allowances in accordance with the following scheme:

### Employees eligible for relocation allowance

The scheme applies to permanent employees\* who are appointed as a result of external advertisement, and who are obliged to relocate their place of residence as a direct result of taking up their initial appointment with the County Council. (The scheme also applies to fixed term contract employees where the appointment is for two years or more). The scheme does not apply where the relocation was already planned or has taken place for other reasons (e.g. as a consequence of a husband/wife/partner previously obtaining employment in the area).

Employees must make a written declaration at the time of their appointment of their intention to relocate and all claims must be made within a two year period of the date of appointment (this period may be extended, by agreement, in exceptional circumstances).

Providing an employee's former residence was more than 20 miles distant (measured in a straight line) from the administrative centre to which he/she has been appointed, and provided that the relocation is closer to the administrative centre than the employee's previous permanent place of residence, relocation allowances up to a maximum set amount will be made (see [Allowances and Expenses Table](#)). This allowance will be updated annually. The revised allowance will operate from 1st April each year and will be based on the annual percentage increase in the Retail Price Index as at the preceding January.

#### **Notes:**

1. The maximum allowance payable to any appointed employee will be the maximum allowance operating at the date of appointment.
2. VAT invoices must be provided for all items.

### Relocation allowance details

The allowance includes a contribution towards the following relocation expenses:

- Legal and other fees.
- Furniture etc. removal. The cost of furniture etc. removal and of any storage of furniture etc. to be the lowest of at least two tenders.
- Expenditure on necessary replacement or alteration of household items (e.g. curtains, light fittings, etc).
- Lodgings - where it is necessary for an employee to incur expenditure in lodgings, this cost and associated travelling expenses for journeys home at public transport rates will be reimbursed for a period of up to one year, provided that the employee concerned confirms in writing that he/she will be relocating. All claim forms must be submitted on a monthly basis.
- Daily etc. Travelling Expenses - as an alternative to 'Lodgings' above, upon receipt of written confirmation from the employee concerned that he/she will

be relocating, travelling expenses on a daily basis at public transport rates, from home to centre, will be reimbursed, but paid retrospectively on completion of relocation, for a period of up to one year.

**Note:**

Any payments referred to above are subject to the provision of vouchers as required, including receipts for public transport where this is used. (Reimbursement of rail travel must be at the most economical rate).

## **Repayment of allowance**

If an employee voluntarily leaves the employment of the County Council within two years of appointment, he/she will be required to pay the County Council the proportion of his/her allowance equal to the ratio of the unexpired period of employment to two years (based on complete months). The allowance is not repayable to the County Council in instances where employment is terminated for other reasons (e.g. redundancy, non-confirmation of appointment following unsatisfactory probationary period, dismissals for reasons of discipline or health/attendance).

## **Interpretation of the scheme**

Any necessary interpretation of the Scheme will be provided by AskHR.

## **Discretionary additional payment**

The above Scheme defines the formal entitlements of employees who, on initial appointment to the County Council, are required to relocate. In addition, in circumstances where particular difficulties are being experienced and where entitlements under the Scheme have been exhausted, Heads of Service have discretion to approve up to an extra £2000 in relation to the direct costs of a move in accordance with the Guidelines set out below. The time limit of one year in relation to claims for lodgings and travelling expenses remains and the maximum payable for lodgings and travelling expenses cannot exceed the maximum relocation amount set at the date of appointment.

## **Guidelines**

Set out below are examples of circumstances of particular difficulties that may be experienced whilst relocating which could result in the payment of an additional discretionary allowance:

- Difficulties/delays in sale of property resulting in large proportion of original allowance being incurred on travelling expenses/lodging allowances, leaving little or no allowance to complete the actual move;
- Difficulties/delay in purchase of property when sale of former home is completed, leading to a large proportion of the original allowance being incurred on double removal costs from former home to rented property/storage and from rented property/storage to the permanent home;

- Relocation from outside England and Wales that results in the need for two sets of lawyers for sale and purchase of properties.

**Notes:**

1. Additional discretionary allowances are payable only in relation to the direct costs of the move.
2. Additional discretionary allowances are not normally granted where there has been an excessive amount of the original allowance incurred on "necessary replacement or alteration of household items" (e.g. curtains, light fittings, etc).
3. Additional discretionary allowances are not normally granted where there has been a reduction in family income due to the loss/reduction in a partner's salary.