

Version	3
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Relocation Scheme



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RHONDDA CYNON TAF
TREFTADAETH GADARN | DYFODOL SICR

DOCUMENT CONTROL	
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1. DETAILS OF SCHEME

- 1.1 The provisions set out below **MAY** at the discretion of the Chief Executive in consultation with the Director of Human Resources be applied to employees who reside on appointment outside the geographic boundary of the Council and remove to within.
- 1.2 Where an allowance is granted then the employee will be required to undertake to remain in the service of the County Borough Council for a minimum of 2 years from the date of appointment.
- 1.3 In cases where an individual resigns prior to the two-year period then the individual will be expected to reimburse the Authority 1/24th of the total amount advanced in respect of each calendar month not completed at the date of termination of service.
- 1.4 The Director of Human Resources will determine on any matters of anomaly or special circumstances relating to the application of the scheme.

1.5 LODGING ALLOWANCE

A new appointee who at the time of appointment is living outside a radius of 30 miles of the appointee's fixed centre, is eligible for:

EITHER

a lodging allowance (up to a weekly sum £108.97 for a period not exceeding 6 months

OR

reimbursement of travelling expenses by the cheapest method up to the maximum weekly lodging allowance for a period not exceeding 6 months.

- 1.6 To qualify for consideration resettlement must be completed within 12 months of the date of taking up appointment.
- 1.7 A new appointee is eligible to apply for disturbance allowance:
 - (i) the maximum payment will be up to £6,000 in respect of all aspects of relocation, including removal and storage where a newly appointed employee is buying and selling a house.
 - (ii) A payment subject to a maximum of £3,500 in respect of all aspects of relocation including removal and storage where a newly appointed employee is buying a house.
 - (iii) Full reimbursement incurred in the removal of furniture and

household goods including reasonable insurance, and full reimbursement of the cost of storage for a maximum period of 6 months where a newly appointed employee chooses to rent a property.

- 1.8 Expenditure will be reimbursed on production of a formal application form together with all receipts.
- 1.9 In the case of removal expenses an estimate of cost must first be submitted to the Director of Human Resources and two estimates will be required.

2. SCHEME FOR RELOCATION

Name: _____

PRESENT LOCAL ADDRESS: _____

DEPARTMENT IN WHICH EMPLOYED: _____

GRADE: _____

PART 1: **CLAIM FOR LODGING ALLOWANCE**

Period for which lodging allowance claimed.

From: _____ To: _____

TOTAL NUMBER OF WEEKS: _____

ALLOWANCE CLAIMED: _____

**Please note maximum allowance
must not exceed £108.97 per week**

PART 2: **CLAIM FOR TRAVELLING EXPENSES - (AS AN ALTERNATIVE TO LODGING ALLOWANCE)**

Period for which travelling expenses are claimed.

From: _____ To: _____

METHOD OF TRANSPORT- *Please note claims must be based on the cheapest
form of transport)*

RAIL/BUS/CAR

AMOUNT CLAIMED:

_____ weeks at £ _____ per week = £ _____ Total

***Please note maximum allowance must not exceed £108.97 per week as for
Lodging Allowance.***

PART 3:
CLAIM FOR RESETTLEMENT/DISTURBANCE ALLOWANCE

LEGAL EXPENSES: _____

AGENTS FEES: _____

REMOVAL AND STORAGE COSTS: _____

TOTAL EXPENDITURE = £ _____

(Copies of all receipts in respect of expenditure incurred must be attached)

In accordance with the Scheme for Relocation, I hereby make application for reimbursement of £ _____ as a contribution towards the total costs incurred by me in connection with my moving home from _____

I HEREBY UNDERTAKE to remain in the services of the County Borough Council for a minimum period of 2 years from the date of appointment and AGREE to repay the County Borough Council 1/24th of this total sum in respect of each calendar month not completed at the date of termination of service.

SIGNED: _____ **DATE:** _____

PART 4:
CLAIM FOR REMOVAL AND STORAGE EXPENSES WHEN RENTING A PROPERTY

I attach 2 quotations for the removal and/or storage of my personal possessions from my previous residence _____
_____ to my present address/storage.

I claim reimbursement in the sum of £ _____ being the lower of the two quotations notwithstanding that I reserved the right to engage the contractor of my choice to effect the removal.

I HEREBY UNDERTAKE to remain in the service of the County Borough Council for a minimum period of 2 years from the date of appointment and AGREE, to repay to the County Borough Council 1/24th of the total sum advanced in respect of each calendar month not completed at the date of termination of service.

SIGNED: _____ **DATE:** _____

THE FORM, TOGETHER WITH ALL RECEIPTS MUST BE RETURNED TO THE:

DIRECTOR OF HUMAN RESOURCES

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
THE PAVILIONS, CLYDACH VALE, TONYPANDY, CF40 2XX**

FOR OFFICE USE ONLY:

APPLICATION APPROVED/NOT APPROVED

SIGNED: _____
DIRECTOR OF HUMAN RESOURCES

DATE: _____

PROCESSED FOR PAYMENT: _____