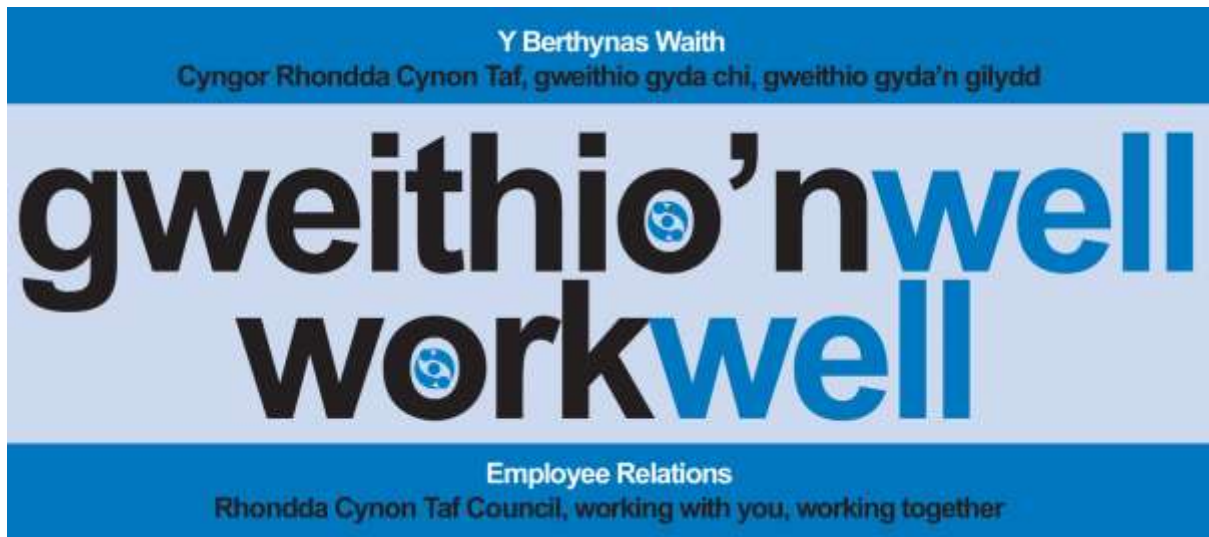


Version	EN3
Last Revision Date	February 2020



## Relocation **Scheme**

This document is available in Welsh please see Cynllun Adleoli

<b>DOCUMENT CONTROL</b>	
<b>POLICY NAME</b>	<b>Relocation <a href="#">Scheme</a></b>
Department	Human Resources
Telephone Number	01443 444502 01443 444503
Initial Policy Launch Date	December 1998
Reviewing Officer	Policy Review Group
Review Date	September 2016
Date of Equality Impact Assessment	September 2016
<b>REVISION HISTORY</b>	
Date	Revised By
September 2006	Alison Cade, Peter Cushion, Richard Evans
July 2010	Alison Cade, Peter Cushion, Richard Evans
September 2016	Policy Review Group
February 2019	HR Welsh Language Standards Group
<b>DOCUMENT APPROVAL</b>	
This document has received approval from:	Date of Approval
HR Senior Management Team	September 2016
Corporate Management Team	
Cabinet	

**This document is available in Welsh or English and other formats are available on request.**

## CONTENTS

Details Of Scheme .....	1-2
Scheme For Relocation .....	3
Part 1:.....	3
Claim For Lodging Allowance.....	3
Part 2:.....	3
Claim For Travelling Expenses - (As An Alternative To Lodging Allowance) .....	3
Claim For Resettlement/Disturbance Allowance .....	4
Part 4:.....	4
Claim For Removal And Storage Expenses When Renting A Property .....	4-5

## **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 1/24<sup>th</sup> 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 RESETTLEMENT/DISTURBANCE ALLOWANCE**

To qualify for consideration resettlement must be completed within 12 months of the date of taking up appointment.

A new appointee is eligible to apply for one of the following disturbance allowances if agreed in advance by the Chief Executive or Director of Human Resources:

- (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.

#### **OR**

- (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.

OR

- (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.

1.7 Expenditure will be reimbursed on production of a formal application form together with all receipts.

1.8 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.

1.9 **Abuse of the scheme**

Any abuse of the scheme will be deemed as an act of gross misconduct and will be referred to the Director of Human Resources for the matter to be dealt with in accordance with the Council's disciplinary procedure.

2.0 An employee is welcome to submit an application in Welsh or English and correspondence thereafter will respect their language choice.

**2. SCHEME FOR RELOCATION**

Name: The Council's Expenses Scheme can be accessed on the Source

Details of tax implications can be found at [www.hmrc.gov.uk](http://www.hmrc.gov.uk).

\_\_\_\_\_  
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 1/24<sup>th</sup> 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 1/24<sup>th</sup> 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: \_\_\_\_\_