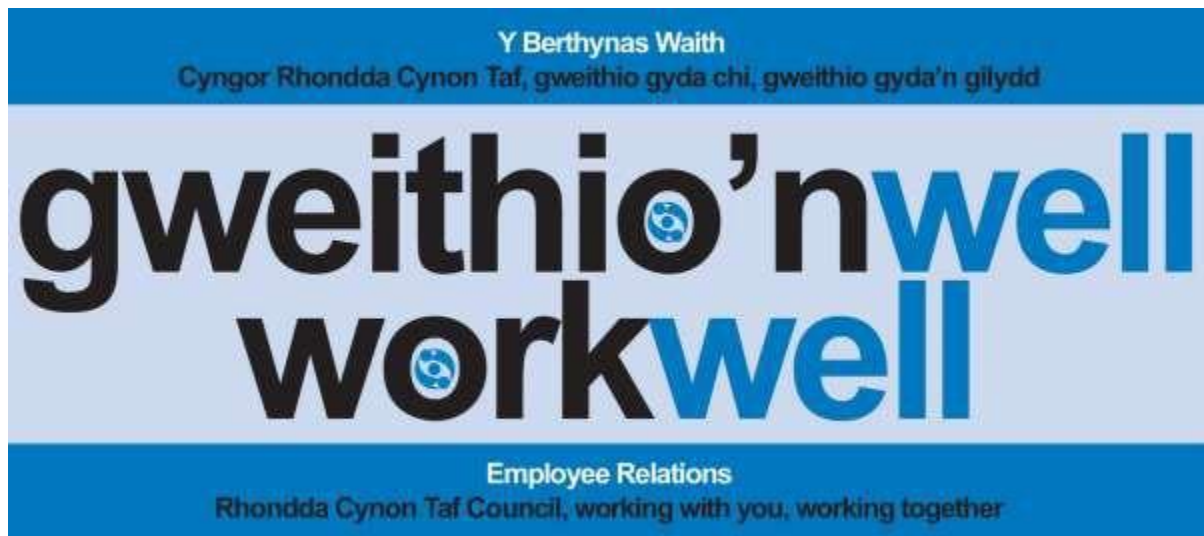


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Relocation Scheme

This document is available in Welsh please see Cynllun Adleoli



DOCUMENT CONTROL	
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Reviewing Officer	Policy Review Group
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This document is available in Welsh or English and other formats are available on request.

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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 The new appointee is eligible to access the scheme, if at the time of their appointment, they are living outside a radius of 50 miles of the appointee's fixed centre.
- 1.3 The Chief Executive and Director of Human Resources will determine on any matters of anomaly or special circumstances relating to the application of the scheme.
- 1.4 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.
- 1.5 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.

2. RENTAL ALLOWANCE/ TRAVEL ALLOWANCE

EITHER

- 2.1 a rental allowance, up to a weekly sum of £153.26 for a period not exceeding 6 months

OR

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

3. RESETTLEMENT ALLOWANCE

- 3.1 To qualify for consideration of the resettlement payment, the resettlement itself must be completed within 12 months of the date of taking up appointment.
- 3.2 A new appointee is eligible to apply for one of the following allowances if agreed in advance by the Chief Executive or Director of Human Resources:
 - (i) the maximum payment will be up to £7,000 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 £4,000 in respect of all aspects of relocation including removal and storage where a newly appointed employee is buying a house.

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

3.4 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.

4. ABUSE OF THE SCHEME

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

5. APPLICATION PROCESS

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

RELOCATION SCHEME FORM

NAME: _____

PRESENT LOCAL ADDRESS: _____

DEPARTMENT IN WHICH EMPLOYED: _____

GRADE: _____

PART 1: CLAIM FOR RENTAL ALLOWANCE

Period for which lodging allowance claimed.

From: _____ To: _____

TOTAL NUMBER OF WEEKS: _____

ALLOWANCE CLAIMED : _____

Please note maximum allowance must not exceed £153.26 per week.

OR

PART 2: CLAIM FOR TRAVELLING EXPENSES

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 £153.26 per week as for Rental 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 _____

AGREEMENT

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: _____

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

DIRECTOR OF HUMAN RESOURCES

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL
COUNCIL OFFICES, LLYS CADWYN, PONTYPRIDD**

FOR OFFICE USE ONLY:

APPLICATION APPROVED/NOT APPROVED

SIGNED:

DIRECTOR OF HUMAN RESOURCES

DATE:

PROCESSED FOR PAYMENT:
