



# Relocation Policy

This scheme provides financial recompense to eligible employees who need to move their main residence to take up appointment with South Gloucestershire Council.

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## 1. Who does the scheme apply to?

- 1.1 Directors have the authority to decide whether to apply this policy when recruiting a full time, job share or part-time employee.
- 1.2 The policy will only apply to employees taking up their first permanent appointment with South Gloucestershire Council who did not reside within 25 miles of their appointed place of work (measured in a straight line over land) and committed to moving their main residence to within 25 miles of their place of work.
- 1.3 The scheme applies to qualifying expenses incurred subject to the limit below irrespective of the employee's home owner status before and after the move (e.g. lodging, renting, and owner).
- 1.4 Where an employee claims travel and lodging allowances on the basis that they intend to relocate and subsequently changes their mind, they will be responsible for any income tax and national insurance arising.

## 2. What can be claimed.

The maximum amount that can be claimed under this relocation scheme, will be restricted to £8,000 (inclusive of VAT).

- 2.1 The relocation costs allowable are recognised as 'qualifying' costs and are therefore exempt from the payment of Tax and national Insurance.
- 2.2 The following may be claimed:

### **Removal Expenses**

(a) 100% reimbursement of the cost of one move only based on the lowest of three quotations and payable on the production of appropriate receipted invoices which must separately identify the VAT element, together with the VAT registration number. Storage costs may also be claimed under this paragraph.

(b) In the event of persons entering the UK the person's home will be assumed to be no further than the point of entry in the UK.

### **Legal Costs and Settling In Expenses.**

Professional fees incurred in the sale and purchase of a property for example estate agents, solicitors, search fees, valuation fees and mortgage indemnity insurance. Stamp duty may also be claimed under this paragraph.

Incidental expenses e.g. curtains, floor covering, installation or adaptation of electrical appliances, etc.

Lodging Allowance, where the claimant is still incurring either mortgage or rental costs on their existing residence. Or travel costs up to £100 per week. Mileage can be claimed at the Council's petrol only rate, or public transport costs.

Alternatively you can use this allowance to replace domestic goods (for example curtains, cooker and carpets) but non-essential items may be subject to tax and NI deductions.

Subject to the approval of the departmental director claims above the maximum amount may be made in exceptional circumstances. It should be noted that any additional payments will be subject to Tax and National Insurance.

### 3. How to make claims

- 3.1 The Council will only make payments to the claimant for expenditure actually incurred and supported with VAT receipts. Employees must submit completed claim forms with written receipts attached. After verification of the claim payment will be made through payroll to the employee. [Claim form is available on MyHR..](#)

### 4. Time limits

- 4.1 To remain qualifying for Tax and National Insurance exemption, the Council will pay for expenses claimed under this scheme provided they are claimed before the end of the tax year after the one in which the move took place.

### 5. Repayment

- 5.1 If an employee leaves the Authority other than by death or redundancy, payments made under this scheme will be repaid on the following basis:-
- Less than one years completed service - 100%
  - Less than two years completed service - 50%

### 6. Notes

- 6.1 More detailed guidance qualifying or non-qualifying relocation allowances can be found on the HMRC website under Relocation Costs or gov.uk under Expenses and Benefits – relocation costs.