

Policy – Relocation and Overseas

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Policy – Relocation and Overseas

Version control

This document is subject to regular review due to legislative and policy changes. The latest versions of all our publications can be found on our website. Before contacting us about the content of this document, we recommend that you refer to the most recent version on the website and any relevant guidance.

Version	Date approved	Approved by	Notes / changes
v1.0	2013	Full council	New policy
v2.0	25/04/18	Andrea Malam	Reformatting
V2.1	20/07/22	David Kennedy	Reformatting

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Introduction

Upon commencing employment with **Denbighshire County Council** an **employee** may be eligible to receive specific financial assistance should they find it necessary to relocate from their principal residence and subsequently purchase a new property and relocate to the area.

In eligible cases, DCC will provide the **employee** with a reasonable level of financial assistance, which in many cases will not cover the entire costs incurred but will contribute substantially towards the cost of relocating. Assistance will be provided **up to a maximum of £8000 or, in instances where no stamp duty is payable on the purchase of a property, £7000** (no stamp duty is payable on properties under £60K or, in certain wards eg Upper Denbigh and Henllan, up to £150K).

Reimbursement Categories

Sale of an existing property :

- Solicitor / legal fees and disbursements
- Estate Agents fees.

Purchase of new property :

- Solicitor / legal fees and disbursements

Lodging / B&B Allowance/Rental

- For the purpose of relocating the employee will be paid an allowance towards the cost of temporary accommodation, whilst looking for suitable permanent accommodation.
- Graduate Trainees will be eligible for up to £2,000 (includes two visits to find accommodation) for the first 3 months.

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Removal Expenses from Existing Home to New Home **or** into Storage or Rented Accommodation and then on to a newhome.

For the purpose of removing furniture and household effects from the **employees** existing property and transportingthese to the new home or into storage and then on to a new home.

i.e old home → storage → new home / old home → rented → new home

- Removal expenses will be paid on the basis of 100% reimbursement.
- Employees who wish to move themselves or to use family or friends to help with removal of furniture and household effects will not be able to submit a claim for payment in this category except for hire of a van or other vehicle and fuel used.

Storage Allowance

For the purpose of storing furniture and household effects when the **employee** is unable to make a permanent move immediately.

- Storage expenses will be paid on the basis of 100% reimbursement.
- **Employees** who wish to use family or friends to help with storage of furniture and household effects will not beable to submit a claim for payment in this category.

Invoices / Payments

In all cases the Council will reimburse the **employee** for eligible expenditure. Therefore, the **employee** is responsible for payment in the first instance.

The **Employee** must present proof of payment, all receipts, invoices and quotations to **Human Resources** who will seek approval for reimbursement and process the claim once all the necessary authorisation and agreement forms are signed.

The Council will not make any payment in accordance with this scheme unless there is written documentary evidence to support the claim.

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Employees can claim reasonable, approved expenses against any of the listed categories providing the overall claim does not exceed the maximum specified in paragraph 1.2.

Relocation Leave.

The Council recognises that the **employee** will need to plan and organise the relocation. In eligible cases the Council will grant the **employee** 2 days paid relocation leave in order to undertake the move.

Relocation Scheme Agreement

The **employee** must in all cases sign a written agreement undertaking to abide by the Scheme.

The agreement will serve as a written declaration that no other claim for relocation expenses is being made to any other source by a member of the same household.

The agreement will also serve as a written undertaking by the **Employee** to repay the Council an agreed proportion of the total claim, if or when the **employee** fails of his/her own accord to remain with DCC for a period of 36 months.

The 36 months will commence from the date of appointment.

Reimbursement to DCC will be as follows :

0 - 12 months service	100% Reimbursement to DCC
13 - 18 months service	75% Reimbursement to DCC
19 - 24 months service	50% Reimbursement to DCC
25 - 36 months service	25% Reimbursement to DCC

Qualification Criteria

This scheme applies to **employees** who are newly appointed to DCC in accordance with the NJC and JNC Terms and Conditions of Service

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New **Employees** who are appointed into permanent posts / contracts. i.e. temporary staff or staff who are unlikely to be employed for more than 3 years, do not qualify.

New **Employees** who are appointed to posts which have been evaluated at Grade 9 or above.

If a newly appointed **employee** currently lives no more than 30 miles (by road) from his/her work base he/she do not qualify under the relocation scheme.

To qualify for payment under any part of the scheme, the **employee** must ensure that the new property to be purchased is within the County of Denbighshire or within 30 miles (by road) of his/her work base.

Any **employee** whose appointment can reasonably be regarded as resulting from some other member of the household moving to or near the County for employment or other reasons will not qualify under the scheme.

This scheme will not apply to newly appointed **employees** who are setting up home for the first time. The only exception is point 2.3

All claims under this relocation scheme must be submitted within 12 months of the employee's date of commencement.

If concerns regarding the employee's performance and attendance are identified during the first 6 months of service, managers may reserve the right to hold back or stop all relocation payments. Any outstanding payments will only be made when / if the appointment is confirmed.

Eligibility

The final decision of eligibility under the scheme will be with the Authority's HR Service Manager.

Extending Time Periods

In the event of an **employee** experiencing problems selling or purchasing a property an extension of the time period will be considered. If experiencing problems, the **employee** is

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advised to contact the HR Service Manager who may by discretion extend the period having regard for the **employees** personal circumstances and/or the condition of the housing market at the time of the agreement.

Where reasons for extension have been agreed at appointment, i.e. Delay in move for children's schooling. It may be agreed in making an appointment that the 12 month period will be extended.

Relocation Policy Addendum

This applies to recruitment of key skilled workers, because of the identified national shortage of such professionals. A list of these will be held in **Human Resources** and reviewed on an annual basis.

All the above sections of the policy apply, however it is recognised that those coming from overseas will be more likely to rent accommodation for their stay in Denbighshire, and will also need additional support on arrival.

To support this, the following items are added as eligible ***up to a maximum of £7000***

- Overseas recruitment
- Flights to and from home
- Accommodation on arrival *
- Rental car for 1 month **
- 2 Driving lessons (to give confidence in driving in Britain)
- Rented accommodation

* Denbighshire will arrange this on behalf of those recruited from overseas unless contacts already exist and recruits choose to organise this themselves.

** Denbighshire will organise this to give time for exploring the area and purchasing or leasing a vehicle.

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The period for reimbursement is normally three years however in recognition of the fact that the expectation is that recruits from overseas will stay for two years the following will apply to those who leave Denbighshire in less than two years.

0 – 6 months service	100% Reimbursement to DCC
7 – 12 months service	75% Reimbursement to DCC
13 – 18 months service	50% Reimbursement to DCC
19 – 24 months service	25% Reimbursement to DCC

To assist in attracting key skilled workers to Denbighshire within the UK the following additions will be made to the policy **up to a maximum of £6000**, or in the instance **where no stamp duty is payable** on the purchase of a property, **£5,000**.

National
Purchase of accommodation as a first time buyer

Reimbursement over 3 years

Reimbursement will be over 3 years as follows:

0 -12 months service	100% Reimbursement to DCC
13 -18 months service	75% Reimbursement to DCC
19 -24 months service	50% Reimbursement to DCC
25 -36 months service	25% Reimbursement to DCC