

1. Purpose

This Scheme is intended to provide financial assistance to new employees who move home in order to take up an appointment with the Council. It is not intended to be used in filling every post, strict criteria must be met as detailed below.

2. Eligible posts

Most posts in the council can be filled from the local community without the need for candidates to relocate their living arrangements. Transport within Fife and its neighbouring areas is sufficiently swift that many employees can travel quickly and efficiently to and from their workplace.

Some posts however, prove difficult to fill from within the local and neighbouring population, either because of a local shortage of available candidates or candidates from wider areas would incur expense in moving.

In order for an employee to be eligible to make a claim for relocation expenses the posts they have applied for must first be difficult to fill. This could either be where an external campaign or advertisement for the post has failed to secure candidates who meet the post's essential criteria, or where it is clear before such a campaign the post is likely to attract applicants from a wide geographical area.

The council does not hold a dedicated budget for relocation expenses and services will be required to meet any such cost. In order to ensure that budgetary provision is met and the "difficult to fill" criteria for offering relocation expenses have been fulfilled, services are required to first consult with Financial Services and the Human Resources Service.

3. Eligible Employees

Important note to claimants:

In order to be eligible to claim relocation expenses you must have applied for a post designated as attracting relocation expenses. This will be specified in the job advert and pack when you apply. There are no circumstances in which Fife Council will meet relocation expenses where this has not been expressly agreed beforehand.

The Scheme applies to any person, not already an employee of the Council, appointed to a Single Status, Craft, Teaching or Chief Official post who, in the opinion of the Council, moves home in order to take up the appointment in a difficult to fill post. Decisions on application of the Scheme are delegated to the Executive Director or nominated Head of Service in agreement with the Head of Human Resources and Head of Financial Services.

The Scheme only applies in full where the appointment is permanent or on a temporary contract lasting more than 3 years.

The old home must normally be out-with the Fife boundary and the new at least 20 miles closer to the employee's place of work than his or her previous home.

The new home must be within reasonable travelling distance of the employee's place of work, taking into account the nature of the duties and the employee's normal means of travel. The decision on the reasonable travelling distance shall rest solely with the Head of Service and employees should therefore check this aspect before committing to a purchase.

The scheme is not intended to allow an employee to acquire property that is not used as their primary residence and not the location from which they travel to work. The Head of Service will not unreasonably withhold consent to a particular location, but must be satisfied that the expense committed will allow the employee to travel from their new residence to their workplace.

The employee must declare an intention to move at the time of taking up the appointment, and must move within 12 months. This period may only be extended with the explicit agreement of the Head of Service in agreement with the Head of Human Resources.

The employee shall not be eligible to claim under this Scheme if he or she or any member of the same household receives financial assistance towards the cost of the move from any other sources.

The employee shall not be eligible to claim under this Scheme if the main reason for the relocation is personal (e.g. in order to be closer to partner, family or relatives) rather than work related.

4. Expenses Covered by the Scheme

Removal Expenses will only be paid when three (3) written estimates have been provided before the move and no payments will be made unless invoices or receipts have been produced as evidence of the amount of money spent.

5. Method of Claim and Maximum Limit on Claims

Claims must be submitted to the Head of Service on the appropriate form and must be accompanied by original invoices or receipts. No payment will be made in advance of the work being done or services being provided. Any direct billing of the Council must have prior approval of the Head of Service.

The maximum amount that may be claimed under Section 3 of this Scheme by any employee is £5,000 (£5,100 if also claiming under the Travel Plan). Where claims include an element of Value Added Tax, and are accompanied by an official VAT invoice, or receipt showing the VAT registration number and the VAT paid, only the amount net of VAT shall count against the limit of £5,000 (£5,100). Invoices and receipts will not be returned.

Interim payments will only be made when the amount of the interim claim exceeds £200.00.

The following shall be met where the Council is satisfied that they have been necessarily and actually incurred.

Furniture Removal

The cost of removal of furniture and effects from the old home to the new, including insurance of goods in transit. Where it is necessary for the employee to move into temporary accommodation, the cost of this removal and the subsequent removal to permanent accommodation will both be covered, plus the cost of storage for a period not exceeding 3 months, if incurred.

Payment shall be based on the lowest of 3 competitive estimates to be submitted prior to the move. The employee may use an alternative contractor and pay the difference in cost between this and the lowest estimate. The actual cost of self-drive hire will be met providing the total cost is less than that for removal by contractors as substantiated by written estimates. The costs reimbursed for self-drive hire may include actual reasonable expenses incurred by helpers, but not any element of personal payment to helpers.

Legal & Other Fees

- Legal, house agent's, advertising and mortgage redemption necessarily involved in the sale of the employee's old home.
- Legal, mortgage, survey and search fees and stamp duty involved in the purchase of a new home, including any unsuccessful bona fide attempt to purchase.

Feu-duty redemption fees, mortgage guarantee premiums and bridging loan interest charges are not covered by this Scheme.

Incidental Expenses

The costs of incidental expenses directly attributable to the move. The following items may be claimed - re-direction of mail, telephone installation, connection or reconnection of gas or electrical appliances, essential expenditure on the alteration/purchase of curtains and carpets. Other items directly attributable to the move will be considered for reimbursement by the Head of Service in consultation with the Head of Human Resources, excluding any item costing less than £20.00. Any alterations or improvements to property are specifically excluded.

Lodging Allowance

Where an employee has to move into temporary accommodation to commence the new job before he or she is able to dispose of the former home, the actual additional costs arising from the temporary accommodation (including breakfast if provided but not other meals) will be met for a period of up to 3 months. This may be extended in exceptional circumstances by a further 3 months at the discretion of the Head of Service, in agreement with the Head of Human Resources. The employee must satisfy the Head of Service that he or she is able to dispose of the former home or

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has valid domestic reasons for temporarily maintaining 2 households and payment shall cease as soon as the employee is no longer maintaining the former home.

Travelling

Any reasonable expenses incurred by the employee and dependants when travelling on the day of removal from old home to new home direct may be reimbursed. Travelling expenses by car shall be limited to actual fuel costs. In addition, any reasonable travelling expenses incurred to return home by an employee in temporary accommodation who qualifies for the lodging allowance will be paid at public transport rates or the actual fuel cost will be reimbursed.

Travel Plan

Employees who relocate to within 5 miles of their place of work (i.e. shortest road route between the new home and place of work) will be eligible to claim an allowance of up to £100 as a contribution towards the cost of purchasing a bicycle and helmet for travelling to and from work.

Receipts must be produced for any expense claimed.

6. Repayments

All payments made under this Scheme are conditional upon the employee remaining in the service of the Council for a period of 3 years from the date of appointment.

Any employee claiming under the Scheme shall undertake to repay all or a proportion of the amount granted in accordance with the following scale:

- | | | |
|----|--|---|
| a) | Employee leaving within first 2 years | FULL repayment |
| b) | Employee leaving within 24 - 36 months | FULL repayment, less 1/12th for each month of service after the first 2 years |

Fife Council reserves the right to waive all or part of these repayment provisions in consideration of each case on its own merits. Repayment will be waived if the employee leaves on the expiry of a temporary or fixed term contract which the Council has not offered to renew or their employment is terminated on grounds of ill-health or redundancy.



Claim for Relocation Expenses

Full name of applicant..... Date appointment commenced

Post..... Service

Previous address..... New address.....

This is the 1st, 2nd, 3rd th interim/final claim(s) (delete as appropriate)

DETAILS OF CLAIM:

PART 1 - REMOVAL EXPENCES, LEGAL & OTHER FEES, LODGING ALLOWANCE, TRAVELLING

Date Incurred	Description	Net Amount	VAT	Total Amount
Sub Total				
Less payment direct to supplier				
TOTALS		£	£	£

PART 2 - INCIDENTAL EXPENSES (Enter total expenditure, 50% will be reimbursed)

Date incurred	Description	Net Amount	VAT	Total Amount
TOTALS		£	£	£

Are Invoices/Receipts enclosed for all items? YES/NO (Delete as appropriate)

DECLARATION

The above expenditure has been incurred as a result of taking up my appointment with Fife Council. Neither I nor any member of my household has received or intends to claim financial assistance from any other source in respect of this move. I undertake that in the event of my leaving the service of the Council within three years from the date of appointment, I will repay all or part of the above expenses in accordance with the provisions of the scheme.

Signed Date (see NOTES overleaf)

OFFICIAL USE ONLY				NET AMOUNTS				PART 1		PART 2		TOTAL					
SUPPLIER CODE																	
VOUCHER NO																	
SUPPLIER REFERENCE																	
R E L O C A T I O N				INVOICE VALUE				P		CR							
INVOICE DATE				CODE		GOODS VALUE				P		CR					
VAT VALUE				P		CR		P		CR							
OPTIONAL NARRATION																	
£				P		CR		CODE				PP		ORDER NO.		GRN NO.	
								COST CENTRE SUBJECTIVE									
								0 8 1									

GOODS RECEIVED OR WORK DONE	
PRICES AND EXTENSIONS CHECKED	
CODING CHECKED	

CERTIFIED CORRECT

Authorised Officer Date

Head of Service Date

(For invoices above prescribed limit)

Claim for Relocation Expenses

Notes on Completion

1. Three quotations for furniture removal must be submitted before the date of the move.
2. Incidental Expenses. 50% of expenditure on the following items may be claimed – redirection of mail, telephone installation, connection/reconnection of gas/electrical appliances, essential expenditure on the alteration/purchase of curtains and carpets. Other items directly attributable to the move will be considered for reimbursement, excluding any item costing less than £20.00.
3. The VAT element shown on any invoice will not count against the maximum cost on the claim **providing the original invoice is attached to the claim showing both the VAT paid and the VAT registration number.** The invoice will not be returned.
4. All claims will be accompanied by an original invoice or receipt.
5. Interim payments will only be made when the amount of the interim claim exceeds £200.
6. Any direct billing of the Council must have prior approval.
7. If you leave within 3 years of your date of appointment you will be required to repay all or a proportion of the amount granted as follows:
 - a) Employee leaving within first 2 years FULL repayment
 - b) Employee leaving within 24 - 36 months FULL repayment, less 1/12th for each month of service after the first 2 years
8. Claims to be submitted to your Head of Service

Produced by Fife Council Human Resources Section

May 2015: Issue Number 3.0