NHS
Kernow
Clinical Commissioning Group

Relocation expenses for colleagues policy

Date approved: 15 October 2021

This policy was adopted by NHS Cornwall and Isles of Scilly Integrated Care Board (ICB) on 1 July 2022.

We are working to change the branding on our policies and to make sure they are accessible.

We intend to complete this work by 1 April 2023. While this work is underway, all references to NHS Kernow, the CCG and related structures should be taken to relate to the ICB.

This policy may not be suitable for users of assistive technology. If you use assistive technology (such as a screen reader) and need a version of this document in a more accessible format, please email ciosicb.corporategovernance@nhs.net. Please tell us what format you need. It will help us if you say what assistive technology you use.

Document control sheet

Title of document: Relocation expenses for colleagues policy
Originating directorate: Finance
Originating team: People and organisational development (POD)
Document type: Policy
Subject category: POD policies
Author(s) name: Jayne Marsh
Date ratified: 15 October 2021
Ratified by: People board
Review frequency: 3 years
To be reviewed by date: 15 October 2024
Target audience: All colleagues
Can this policy be released under FOI? Yes

Version control

Version number	Revision date	Revision by	Nature of revisions
V.1	May 2009	POD team	New policy
V.2	June 2009	POD team	Amended following POD team meeting
V.3	July 2009	POD advisor	Amended following policies subgroup
V.4	August 2012	Ratified	Amended
V.5	March 2021	POD	Amended for accessibility and to merge 2 policies on relocation. There had been one for very senior colleague and one for other colleagues
V.5	September 2021	POD	Amended to include clarity on eligibility, exceptions, and to reference implications of agile working.

Contents

1. Introduction 5
2. Purpose 5
3. Definitions 5
   Document library 5
4. Responsibilities 5
5. Procedure 6
6. Eligibility 6
7. Repayment 7
8. Package details 7
9. Other eligible expenses 8
   Estate agents' fees 8
   Survey and valuation fees 8
   Stamp duty 8
   Travelling expenses 8
10. Temporary accommodation 9
11. Expenses paid exceeding agreed relocation package 9
12. Limits to expenses 9
13. Exceptions 9
14. Additional expenses for senior colleagues 10
15. Paid leave 10
16. Assistance from other sources 10
17. Records to be kept 10
18. Implementation plans and monitoring effectiveness 11
19. Update and review 11
20. Policies referred to in this document 11

Appendix 1: Relocation monetary letter template 12

Appendix 2: Relocation application template 13
   Personal information in relation to employment with NHS Kernow 13
   Property details 13
   Payments to you will be made to your bank account 13
   Previous post 13
   Undertaking 13

Authorising officer 14
Appendix 3: Relocation reimbursement template 15
Appendix 4: Equality impact assessment 16
Aims, objectives and purpose of the policy 16
Differential impacts 17
Human rights values 19
Public Sector Value Act 2020 20

1. Introduction

This policy provides guidance and information in relation to the provisions that may be available to colleagues who need to change their place of residence to take up an appointment with the NHS Kernow Clinical Commissioning Group (NHS Kernow). Relocation expenses will normally be available for new colleagues who are required to move to be within a reasonable travelling distance of their place of work. The policy specified below will normally apply but may be varied in exceptional circumstances to meet relevant individual circumstances, with authorisation from people and organisational development (POD). Relocation will be paid in exceptional circumstances, considering the business need for a colleague to relocate in order to carry out their role. If it is deemed possible to work from home under the principles of agile working this policy may not be applied.

2. Purpose

The intention of the relocation expenses policy is to help ensure people maintain the status quo with regards to their housing or living circumstances (and not necessarily be worse off due to a move). This applies to people who own their own home and those with a tenancy.

It applies to all colleagues from band 7 up and includes executive directors on very senior manager (VSM) contracts.

3. Definitions

Document library

The document library provides access to the governed and ratified document types such as policies, protocols, guidelines, reports, and strategies. We also store our patient information leaflets and posters and several internal documents such as staff survey results, staff engagement work and internal newsletters here. Internal documents cannot be seen by members of the public.

4. Responsibilities

Line managers will agree with POD if relocation should be payable for new colleagues, and they will authorise expenses in line with the policy.

POD will advise on the policy and advise line managers on its application.

Colleagues claiming relocation expenses will submit the relocation requests within the policy requirements.

5. Procedure

Any relocation expenses should be discussed at interview and may be granted to new colleagues who need to move home because of taking up employment with NHS Kernow. If a post is eligible for relocation expenses, this must be stated in the initial advertisement. The actual costs involved in relocation will vary from person to person depending upon such factors as geographic location.

NHS Kernow shall make a statement of offer to the prospective colleague prior to the post being accepted stating the level of assistance to be offered, aspects of relocation costs that may be reimbursed and the total amount of financial assistance that will be paid (appendix 1). The potential colleague is required to confirm their agreement to the relocation package offered in writing. They are also expected to demonstrate their intention to relocate. This information will be recorded in their personal file, together with any further relevant information.

Assistance with removal and other expenses may also be granted to existing colleagues where there is a requirement within the contract of employment for them to accept, as an alternative to redundancy, alternative employment within NHS Kernow. This is only applicable where their new base is more than 30 miles distant from their present base.

When all the criteria listed below are in place, then by mutual agreement, the colleague may be granted a sum equal to 3 years estimated excess mileage (up to a maximum of £5,000) to assist with removal and other expenses. They must:

- have no specific requirement for place of residence within the contract of employment
- have a change to their base because of accepting alternative employment instead of redundancy
- have been eligible for excess mileage payments as a consequence

Application for such assistance must be made within 12 months of the change of base taking effect and colleagues will normally be required to use the NHS Kernow's contracted services for legal and removal expenses.

6. Eligibility

NHS Kernow will determine eligibility for a colleague to move home to take up a new post. The need to move will normally apply to those whose current home is over 30 miles by road from their future base (or further than the maximum stipulated for on call purposes where appropriate). The move should normally reduce the distance from home to base by at least 50%. For the HMRC guidance on qualifying costs to be met the colleague's new home must be reasonably close to the workplace (base) and their old home not. As a guide, the new home is likely to be within Cornwall, or in Devon if close to the Cornwall border. Individual circumstances will be considered.

If the colleague is required to be on call, approval is dependent on a colleague moving home to an area which enables them to meet any on-call requirements required by their new employment.

Where both partners are relocating, it will be possible for both to claim expenses under the terms of this policy, where both are employed by NHS Kernow. However, it will not be acceptable for both partners to claim reimbursement for the same items.

Relocation expenses may only be paid to colleagues obtaining posts graded at agenda for change band 7 and above.

Relocation expenses will only be paid to colleagues offered employment on a substantive contract of employment or for fixed term contracts of employment of 2 or more year's duration.

Managers must discuss and agree the details of the relocation offer with POD before any offer is made to the colleague.

It is expected that colleagues who are eligible to claim relocation expenses should submit the initial request (appendix 2) to POD as early as possible following commencement. It is expected that relocation should normally be completed within a maximum of 12 months from taking up the post. This may be extended in exceptional circumstances and with the written approval of the POD manager.

7. Repayment

NHS Kernow will require colleagues to repay a proportional part of any relocation expenses paid if they leave the employment of NHS Kernow within 2 years of the date of taking up post. Reimbursement shall be proportional to the number of months remaining from the 2-year period at the time the colleague's employment ceases with NHS Kernow.

Each colleague will sign an undertaking to this effect as a condition of application for relocation expenses and this documentation will be kept in the colleague's personal file.

8. Package details

Relocation packages will be agreed on an all-inclusive basis considering all elements which have been agreed from the range available. This is a total financial cost, inclusive of VAT, up to a maximum of £15,000. Any amount over £8,000 will be deemed a taxable benefit in line with the HMRC rules. Any temporary accommodation prior to removal will be included in the total amount of the entitlement.

The relocation package offered will consider other material factors, such as skill shortages; need to attract suitable colleagues, competition from other employers.

Other original invoices may also be paid by NHS Kernow via the payment of accounts department where such payment has been agreed in advance between the colleague and the budget holder. For all other expenses, receipts will be required.

9. Other eligible expenses

In calculating the total relocation package, the following component elements must also be considered and agreed as part of the package. Any other costs not previously identified and agreed may not be reimbursed.

Estate agents' fees

The colleague may use any estate agents that they choose and are confident that they will market their property actively to ensure as quick a sale as possible. This allows for multiagency and encourages the colleague to negotiate a better percentage fee to maximise their residual miscellaneous expenses.

Survey and valuation fees

Survey and valuation fees connected with the legal process, such as, search fees, mining surveys (standard for all properties in Cornwall), mundic surveys, valuation fees and structural surveys

Stamp duty

Payable on properties of values defined by the Inland Revenue.

Travelling expenses

This would include items such as return visits to home, journeys to supervise removal. These will be payable at public transport rate.

To satisfy NHS Kernow's standing financial instructions and HRMC rules on taxable benefits, colleagues will be asked to provide receipted invoices confirming expenditure for these items. Claims that are not supported must be returned to the claimant to provide further details.

Miscellaneous expenses may be paid as the only relocation assistance provided by NHS Kernow.

Where the entire claim value does not total the maximum agreed value, the

colleague has no entitlement to receive the outstanding amount in cash or in any other way.

10. Temporary accommodation

In some cases, new colleagues may wish to rent accommodation locally until they get to know the area better, before deciding where they wish to live and are able to find a suitable property. The cost of such temporary rented accommodation will only be considered where the colleague has continuing property commitments in the previous location, such as, rent or mortgage costs.

11. Expenses paid exceeding agreed relocation package

In the event of costs settled by NHS Kernow exceeding the total agreed relocation package amount, then either the colleague will be required to repay the excess in 1 lump sum or by agreed monthly deductions from salary.

The amount owing will be settled within 12 months from the time the initial costs were incurred.

12. Limits to expenses

In all cases, there will be an overall limit to the relocation expenses paid by NHS Kernow, as detailed below. Colleagues may apply for relocation expenses to a maximum value of £15,000.

If a colleague is not selling a property but moving from rented accommodation and purchasing a property, they will not be entitled to claim sale expenses, therefore reducing their total entitlement to £7,500.

Where the entire claim does not total the maximum agreed value, the colleague has no entitlement to receive the outstanding amount in cash, or in any other way.

13. Exceptions

The following expenses will not be reimbursed:

- bridging loans and associated expenses including mortgage deposit
- compensation for any losses incurred on the sale of a home
- mail direction costs
- council Tax
- interior decorations such as purchasing new furniture
- any liability arising from second charges on properties
- transport of domestic livestock, kennel fees

- school fees
- purchase of new school uniform
- travel or commuting expenses to and from base prior to, or after the relocation, in line with the expenses policy

14. Additional expenses for senior colleagues

For executive directors on VSM contracts there are some additional allowances.

Where there is no on call commitment, a new colleague, who would otherwise qualify for relocation expenses and whose current home is between 30 and 40 miles by road from the new base, may choose not to move home and to receive instead expenses up to the maximum of £1,000 (miscellaneous total) in respect of their travel.

Colleagues who wish to claim in this way must still complete form in appendix 2 attached, and then submit monthly travel expense claims, clearly headed travel in lieu of removal expenses, claimed at public transport or lease car rate, which must be authorised by their line manager.

If a colleague in this category has elected to claim travel as an alternative to relocation, they may subsequently elect at a later date to claim relocation expenses should they subsequently move house, but the relocation expenses will be adjusted to reflect the amount already claimed in travel expenses. Travel payments in lieu of relocation expenses are usually subject to tax and National Insurance deductions.

15. Paid leave

For those who have an agreement for a funded relocation, up to 3 days special paid leave may be given, depending upon location and circumstances. This requires the prior agreement of the colleague's manager.

16. Assistance from other sources

Colleagues must advise their line manager if their partners are eligible to receive any financial assistance (from the NHS or elsewhere) for their relocation. In such cases NHS Kernow reserves the right to review the allowances listed in this procedure.

17. Records to be kept

Records of the relocation should be kept on the individual's personal file and can be released to the colleague upon their request. There are appendices attached for use in conjunction with this policy and copies should be retained for the individual's personal file.

18. Implementation plans and monitoring effectiveness

The policy will be reviewed by staff voice and the unions and then all colleagues will be informed that a new policy is available on the document library.

Training will be incorporated into the relevant existing management training

POD will monitor number of relocation cases and costs

19. Update and review

The policy will be reviewed every 3 years.

20. Policies referred to in this document

No other policies are referred to in this policy.

Appendix 1: Relocation monetary letter template

Personal, private, and confidential

Date

Dear

Following our recent conversation, I can confirm that NHS Kernow Clinical Commissioning Group (NHS Kernow) is prepared to offer you an all-in relocation package to the value of £_____inclusive of VAT because of your being offered the post of [title] at [location]

I am enclosing an agreement form for you to sign in respect of removal expenses. After completion and signature would you please return this to me.

I am prepared to be flexible in how the removal expenses agreed are paid but to meet audit requirements I will require invoices for all payments you wish to be charged to the £_____. If they are bills that you have paid, I will require the original invoice receipted to prove that you have settled it in full. I will also require advance notification of any invoices that you may want NHS Kernow to pay on your behalf.

In the event of NHS Kernow paying out more than the £_____then we would require you to reimburse to NHS Kernow the difference before the end of the financial year.

Please contact me if you require any further information (particularly if this includes committing NHS Kernow to settling any bills). Please note that accounts are settled through the finance department of Cornwall healthcare organisation.

Yours sincerely

Budget holder or line manager
On behalf of NHS Kernow Clinical Commissioning Group.

Enc

Appendix 2: Relocation application template

Personal information in relation to employment with NHS Kernow

Full name:
Work base:
Post appointed to:
Date of commencement:
Length of contract:
Whole or part time:

Property details

Address of property in old area:
Enclose estate agent's particulars or tenancy agreement if appropriate:
If house to be purchased in joint names, please advise name of co purchaser:

Payments to you will be made to your bank account

Bank or building society:
Sort code:
Account number:

Previous post

Post previously held:
Whole or part time:
If part time, please advise number of hours:

Undertaking

As a consequence of receiving assistance with relocation expenses I undertake that I will not leave the service of NHS Kernow within a period of 2 years from the date of taking up employment unless any further move is arranged by NHS Kernow or because of unforeseen circumstances which are serious enough to justify releasing me from this undertaking. I acknowledge that failure to comply with this condition will result in my being required to refund the whole or part of the expenses paid, at NHS Kernow's discretion.

I further confirm that the expenses for which I am claiming payment have been incurred by myself and certify that they are not recoverable in full or part from any other source and understand that if I have not used up the full allocation of agreed relocation expenses within 12 months of taking up the post, I will forfeit any right to be reimbursed for the residual element outstanding.

I therefore make application for removal expenses actually and necessarily incurred by me in connection with my new appointment and hereby declare that the information given by me in this application is correct in all details.

Signed:
Date:

Authorising officer

I certify that the above person has taken up, or is about to take up appointment and, to the best of my knowledge, the information provided is correct.

Signed:
Designation:
Date:

Appendix 3: Relocation reimbursement template

Name and position:
Base:

Signature:

Relocation summary of costs reimbursed	Amount (£)	Total agreed amount	Total	Authorised by (name and position)

Authorised by chief finance officer

Signature:
Name:
Date:

Please ensure you keep a photocopy of invoices and receipted invoices in the personal file.

Appendix 4: Equality impact assessment

An equality impact assessment is used to establish how a policy or similar document may impact on individuals, communities, or equality groups to identify and minimise or remove any disproportionate impact. A full impact assessment should be undertaken for policies, strategies, procedures, or projects which are anticipated to have an impact on members of the public. Read guidance on how to complete this document.

Name of policy or service to be assessed: Relocation expenses for colleagues
Department or section: POD
Date of assessment: 1 October 2021
Person(s) responsible for the assessment: Jayne Marsh
Is this a new or existing policy? Existing

Aims, objectives and purpose of the policy

Describe the aims, objectives, and purpose of the policy.
To provide a uniform and equitable approach to the reimbursement of relocation expenses where applicable.

Who is intended to benefit from this policy, and in what way?
Colleagues commencing work for work for NHS Kernow.

What outcomes are wanted from this policy?
To ensure that NHS Kernow has a consistent approach of relevant terms and conditions.

What factors or forces could contribute or detract from the outcomes?
Poor communication and awareness of both colleagues and managers with regards to the application, entitlement, and authorisation of relocation expenses.

Who are the main stakeholders in relation to the policy?
Colleagues at bands 7 and above.

Who implements the policy, and who is responsible for the policy?
POD team and governance.

Differential impacts

Does this have a positive or negative impact on people who have a black, Asian and minority ethnic (BAME) background? How will any negative impact be mitigated?
This policy is designed to protect all colleagues and does not impact on any 1 group of people over another. The existence of this policy and procedure should ensure all staff are treated equitably.

Does this have a positive or negative impact on people who identify as male, female or intersex? How will any negative impact be mitigated?
This policy is designed to protect all colleagues and does not impact on any 1 group of people over another. Monitoring will be undertaken to ensure that there is no disproportionate impact on any gender. The decision to approve relocation expenses will be determined on a case-by-case basis, regardless of the gender of the individual submitting the request. NHS Kernow has a commitment to ensure that no person is discriminated against on the grounds of their gender. The policy will actively be promoted to both men and women. The guidance will be applied on a case-by-case basis and all individuals will be dealt with consistently and fairly, regardless of the characteristics of the colleague's member concerned.

What is the positive or negative differential impact on people from the perspective of disability? How will any negative impact be mitigated?
This policy is designed to protect all colleagues and it is anticipated that this should not impact on any 1 group of people over another, however it is acknowledged that the detail of the policy may prove difficult to understand and interpret into individual circumstances, and monitoring of the number of queries raised by this group of colleagues to ensure that they are not disproportionately affected will be undertaken. Information will be made available in alternative formats so that colleagues are able to access the policy. The policy may not be easily understood by those individuals with a learning disability and NHS Kernow will ensure that assistance is given to understand requirements. An objective of this policy is to ensure that all colleagues employed by NHS Kernow can apply for relocation expenses and will be dealt with consistently and fairly, regardless of the characteristics of the colleagues concerned. NHS Kernow will monitor the number of queries raised by this group of colleagues to ensure that they are not disproportionately affected.

Does this have a positive or negative impact on people who identify as heterosexual, lesbian, gay, bisexual, pansexual or asexual? How will any negative impact be mitigated?
This policy is designed to protect all colleagues and does not impact on any 1 group of people over another. NHS Kernow acknowledges that there are a small number of individuals to whom this may apply, and this will be monitored to ensure that this group of colleagues will not be disproportionately affected. An objective of this policy is to ensure all applications

for relocation expenses are dealt with consistently and fairly, regardless of the characteristics of the colleague concerned. NHS Kernow has a commitment to ensure that no person is discriminated against on the grounds of their sexual orientation and any applications submitted will be determined on and individual basis, taking into consideration the needs of the service.

What is the positive or negative differential impact on people from the perspective of age? How will any negative impact be mitigated?
This policy is designed to protect all colleagues and does not impact on any 1 group of people over another. An objective of this policy is to ensure all relocation expense applications are dealt with consistently and fairly, regardless of the age of the colleague concerned. NHS Kernow has a commitment to ensure that no person is discriminated against on the grounds of age and any application will be determined on a case-by-case basis.

What is the positive or negative differential impact on people from the perspective of religion or belief? How will any negative impact be mitigated?
This policy is designed to protect all colleagues and does not impact on any 1 group of people over another and looked at on a case-by-case basis. An objective of this policy is to ensure all applications for relocation expenses made by colleagues are dealt with consistently and fairly, regardless of the religious beliefs of the colleague concerned. NHS Kernow has a commitment to ensure that no person is discriminated against on the grounds of their religious belief. NHS Kernow will monitor the use of this policy and will ensure that the policy is culturally sensitive.

What is the positive or negative differential impact on people from the perspective of marriage and civil partnership? This is particularly relevant for employment policies. How will any negative impact be mitigated?
The policy exists to facilitate and support all colleagues irrespective of their marriage or civil partnership status. An objective of this policy is to ensure all applications for relocation expense applications are dealt with consistently and fairly, regardless of the status of the colleague concerned. NHS Kernow has a commitment to ensure that no person is discriminated against on the grounds of their marriage or civil partnership status and any application will be based on business need.

Does this have a positive or negative impact on people who identify as trans or transgender, non-binary, or gender fluid? How will any negative impact be mitigated?
The policy exists to facilitate and support all colleagues irrespective of any gender reassignment or transgender issues. An objective of this policy is to ensure that all individuals will be dealt with consistently and fairly, regardless of the characteristics of the colleague concerned. NHS Kernow has a commitment to ensure that no person is discriminated

against on the grounds of their gender reassignment or transgender issues. NHS Kernow will monitor that there is no differential impact on this group of colleagues.

Does this have a positive or negative impact on people who are pregnant, breast feeding mothers, or those on maternity leave? How will any negative impact be mitigated?
This policy is designed to protect all colleagues and does not impact on any 1 group of people over another, and NHS Kernow will actively monitor the use of this policy to ensure that there is no discrimination on the grounds of pregnancy or maternity. The legislative entitlements will apply with regards to time off from work with pay. An objective of this policy is to ensure all applications are dealt with consistently and fairly, regardless of the characteristics of the colleague concerned. NHS Kernow has a commitment to ensure that no person is discriminated against due to pregnancy or maternity and will monitor that there is no discrimination on these grounds and that any application would be dealt with on a case-by-case basis.

Are they any other identified groups? How will any negative impact be mitigated?
No other groups were identified.

Human rights values

How have the core human rights values of fairness, respect, equality, dignity, and autonomy been considered in the formulation of this policy, service, or strategy?
The purpose of this policy is to ensure that NHS Kernow has a practical mechanism to treat all colleagues equally and consistently. The core human rights values underpin this policy and in line with NHS Kernow's commitment to equality, diversity, and human rights as set out in its equality and diversity policy.

This policy is designed to ensure that a fair system is in place for those colleagues who wish to make an application for discretionary leave, and that any decision is based upon an individual's needs balanced with the needs of the business only. All individuals working for NHS Kernow will be treated fairly, with dignity and respect, whilst acknowledging their right to equality and autonomy whilst undertaking their work.

Which of the human rights articles does this document impact?

☐ To life
☐ Not to be tortured or treated in an inhuman or degrading way

☐ To liberty and security
☐ To a fair trial
☒ To respect for home and family life, and correspondence
☐ To freedom of thought, conscience, and religion
☐ To freedom of expression
☐ To freedom of assembly and association
☐ To marry and found a family
☐ Not to be discriminated against in relation to the enjoyment of any of the rights contained in the European Convention
☐ To peaceful enjoyment of possessions

What existing evidence (either presumed or otherwise) do you have for this?
The policy is underpinned by a commitment to protect the rights and individual needs of those individuals who make an application for relocation expenses.

How will you ensure that those responsible for implementing the policy are aware of the human rights implications and equipped to deal with them?
Through a series of management updates via the staff intranet and guidance or best practice information from POD.

Public Sector Value Act 2020

NHS Kernow is committed and obliged to fulfil the requirements of the Public Sector Social Value Act 2012. This Act requires the organisations to consider how services commissioned or procured might improve the economic, social, and environmental wellbeing of an area.

Please describe how this will support and contribute to the local system, wider system, and community.
This policy exists to ensure the organisation can recruit the right people into roles even if they do not reside locally and encourage permanent relocation to Cornwall. Relocation could reduce the need for long term travel. It could therefore have a positive benefit for the local economy for the environment.

Describe how the policy contributes towards eliminating discrimination, harassment, and victimisation.
The policy ensures a fair approach.

Describe how the policy contributes towards advancing equality of opportunity.
The policy ensures a fair approach.

Describe how the policy contributes towards promoting good relations between people with protected characteristics.
It enables any eligible colleague to relocate.

If the differential impacts identified are positive, explain how this policy is legitimate positive action and will improve outcomes, services and or the working environment for that group of people.
Not applicable.

Explain what amendments have been made to the policy or mitigating actions have been taken, and when they were made.
Not applicable.

If the negative impacts identified have been unable to be mitigated through amendment to the policy or other mitigating actions, explain what your next steps are using the following equality impact assessment action plan.
Not applicable.

Signed (completing officer): Jayne Marsh

Date: 1 October 2021

Signed (head of department or section): Emma Goudge

Date: 1 October 2021

Please ensure that a signed copy of this form is sent to both the corporate governance team with the policy and the equality and diversity lead.