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|--------------------------------|--|-----------------------|--|
| <b>Title:</b>                  | <b>Relocation and Associated Expenses Policy</b>   |                       |  |
| <b>Author(s)</b>               | Gladys McKibbin, Senior Human Resources Manager  |                       |  |
| <b>Ownership:</b>              | Marie Mallon, Director of Human Resources  |                       |  |
| <b>Approval by:</b>            | Trust Policy Committee<br>Executive Team Meeting   | <b>Approval date:</b> | 20/08/2012<br>22/08/2012                   |
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| <b>Version No.</b>             | V1.2   | <b>Supersedes</b>     | None                                       |
| <b>Links to other policies</b> | <p>This policy does not replace the terms and conditions of service and should be read in conjunction with the following:</p> <ul style="list-style-type: none"> <li>• Hospital Medical and Dental Staff Terms and Conditions – Paragraph 314-315</li> <li>• Consultant Terms and Conditions Schedule 21</li> <li>• HSS GEN 1/2010 – Regional Guidance in Relocation, Removal and Excess Travel Expenses for Doctors in Training</li> <li>• Associate Specialist Terms and Conditions of Service (Northern Ireland) 2008, Schedule 20</li> <li>• Speciality Doctor Terms and Conditions of Service (Northern Ireland) 2008, Schedule 20</li> </ul> |                       |  |

| Date       | Version | Author     | Comments   |
|------------|---------|------------|--|
| 01/12/2010 | 0.1     | G McKibbin | Initial Draft  |
| 14/02/2011 | 0.2     | G McKibbin | Amended following comments from Mervyn Barkley                         |
| 23/02/2011 | 0.3     | G McKibbin | Amended following comments from Medical HR and Employee Relations Team |
| 23/03/2011 | 0.4     | G McKibbin | Amended following consultation across the whole HR Team.               |
| 06/06/2011 | 0.5     | G McKibbin | Amended following senior manager consultation                          |
| 29/06/2012 | 0.6     | G McKibbin | Amended following comments from LNC                                    |
| 22/08/2012 | 1       | G McKibbin | Version 1 issued   |
| 20/09/2019 | 1.1     |            | Awaiting regional input – review extended 1 year                       |
| 02/06/2021 | 1.2     |            | Awaiting regional input – review extended 1 year                       |

## **1.0 INTRODUCTION / PURPOSE OF POLICY**

### **1.1 Background**

This policy details when relocation and associated expenses may be paid by the Trust and outlines the process that must be followed when processing requests.

### **1.2 Purpose**

The purpose of this policy is to provide clarification for applicants and human resources staff in relation to relocation and associated expenses.

### **1.3 Objectives**

- To provide clear guidance to human resources staff and applicants in relation to relocation and associated expenses;
- Ensure consistency of application in relation to relocation and associated expenses;
- To ensure a fair and equitable process for applying for relocation and associated expenses is administered;
- To ensure equality of opportunity, in the processing of all applications, regardless of religious belief, political opinion, racial group, sexual orientation, age, marital status, gender, disability or those with or without dependant.
- To ensure appropriate use of public monies in relation to relocation and associated expenses

## **2.0 SCOPE OF THE POLICY**

The Trust is committed to ensuring that all applications for relocation and associated expenses are treated fairly and equitably and accordingly the provisions in this policy are applicable to all staff.

## **3.0 ROLES/RESPONSIBILITIES**

The roles and responsibilities of HR, management and applicants for relocation and associated expenses, are set out in the policy.

## **4.0 KEY POLICY PRINCIPLES**

### **4.1 Key Principles**

This policy does not replace the terms and conditions of service and should be read in conjunction with the following:

- Hospital Medical and Dental Staff Terms and Conditions – Paragraph 314-315
- Consultant Terms and Conditions Schedule 21
- HSS GEN 1/2010 – Regional Guidance in Relocation, Removal and Excess Travel Expenses for Doctors in Training
- Associate Specialist Terms and Conditions of Service (Northern Ireland) 2008, Schedule 20
- Speciality Doctor Terms and Conditions of Service (Northern Ireland) 2008, Schedule 20

A guiding principle of this policy is that applicants should not be financially disadvantaged by reasonable costs incurred through a move either in the interests of the service or to further their professional training. However, they are also not expected to profit materially from reimbursements in respect of relocation and associated expenses.

The level of financial assistance to be provided will be determined by the Trust, in agreement with the prospective employee, prior to the post being accepted.

The Trust will take into account the length of the employee/applicants contract when considering eligibility for the payment of relocation and associated expenses.

Applicants or staff applying for relocation and associated expenses will be required to formally declare all previous re-imbursements claimed whilst employed with other Trusts in Northern Ireland. In relation to Junior Doctor applications normally only one claim for removal/relocation will be paid during the course of the doctors training programme.

If an employee's spouse or partner is also employed by the Trust, or another Trust in Northern Ireland, then normally only one will be eligible to claim relocation/removal expenses.

Entitlement to removal expenses for house sale and purchase will normally be dependent upon the move being completed within 12 months of taking up the post.

Payment will only be made to employees following presentation of original relevant receipts. These claims must be forwarded to the Trust within 13 months of taking up post. To ensure value for money, employees will be required to provide three estimates for each expense claimed for and demonstrate that they have proceeded on the basis of the lowest cost alternative for each.

Applicants currently in rented accommodation or in the process of buying their first house are not entitled to claim for expenses in connection with the house purchase. They will however be able to apply for reimbursement of removal of furniture and personal effects.

#### **4.2 Eligibility Criteria**

Relocation and associate expenses may be payable to both successful applicants who are joining the Trust and current employees.

In relation to **successful applicants joining the Trust** relocation and associated expenses will only be payable at the discretion of the Co-Director, RUP and the relevant Service Group Director, who will take into consideration how the applicant meets the eligibility criteria stated in this section.

In relation to **current employees** relocation and associated expenses may be payable where the employee has been required by the Trust to move to a new headquarters or place of work.

Removal and associated expenses will only be payable where the applicant/employee signs an undertaking to repay all or part of the reimbursement and grants paid if they leave the Trust within 2 years of the appointment which gave rise to the expenses. The only exception to the 2 year period is in relation to rotational medical staff that may have shorter placements. In these circumstances the rotational doctors will only be required to repay if they leave prior to the agreed end date of their placement with the Trust and/or rotational training programme.

Relocation expenses will **normally** only be paid if the daily travelling distance from current home to the new place of work is greater than 40 miles (one way). In these circumstances the employee may be required, as a result of their job role, to relocate to a new home closer to their place of work. **This distance is however not prescriptive** and the Trust will take account of all the circumstances of each case including; the applicants role and whether or not there is a business need for the employee to live within close proximity to work, the specific route travelled, the current infrastructure, the overall journey time and mode of transport.

In circumstances where a current employee is required to move to a new work location which results in them having to travel only a few additional miles per day, however this increase in mileage results in them travelling over 40 miles (one way), then the Trust will normally only pay excess mileage in these circumstances. As stated in the previous paragraph, the Trust will take account of all the circumstances of each case.

Employees may choose not to move house but rather to travel daily the greater distance between their home and new place of work. Further details can be found in section 3.4 – Excess mileage in lieu of removal.

In certain circumstances a member of staff, who lives within 40 miles of the new place of work may also be required to move home. An example might be when a job has an on-call commitment which expects the post holder to live within a specified response time / distance.

### 4.3 Relocation Expenses

Relocation expenses will only be paid if the employee meets all of the criteria listed in Section 3.2 above.

The maximum limits that will be paid by the Trust are as follows:

| CRITERIA  | MAXIMUM LIMIT |
|---|---------------|
| Employment contract is for up to 12 months or less.   | £1000         |
| Employment contract is longer than 12 months AND the employee does not sell their former residence. | £1000         |
| Employment contract is longer than 12 months AND the employee sells their former residence.         | £8000         |

Detailed below is a summary of the relocation expenses that **may** be payable:  
*(Please note an employee wishing to claim any of the expenses listed below should gain Trust approval prior to incurring the expense, to prevent any future disappointment should approval not be obtained).* Details of how to apply can be found in Section 3.5 of this policy.

#### 4.3.1 Search for Accommodation

Expenses payable during the search for accommodation (e.g. excess travelling expenses and/or subsistence) should normally be in line with the rates applied by the Trust.

Employees who make preliminary visits to obtain accommodation may be entitled to travel and subsistence allowance for themselves and their spouse/partner/children as follows:

- Up to 2 visits may be reimbursable;
- Where it is not possible to return home, suitable overnight accommodation in the area may be reimbursed on submission of receipts and subject to the Trust's limit for night allowance. (Up to a maximum of four nights).
- Travel for the employee and spouse/partner/children may be reimbursed on submission of receipts. Where an employee uses a private car, to make the visit, the Trust's public transport rate will be paid.

An employee wishing to make a claim, in connection with their search for accommodation, should discuss and agree with the Trust in advance to avoid any disappointment.

#### **4.3.2 Legal and Other Expenses**

Legal and other expenses connected with the sale and/or purchase of accommodation or any unsuccessful bona fide attempt to purchase.

Employees may be reimbursed any reasonable additional vouched legal and other expenses (e.g. house agents or auctioneers fees, mortgage redemption fees, survey fees, stamp duty, land registration fees etc).

#### **4.3.3 Removal and Storage of Furniture**

Employees may be reimbursed any reasonable cost connected with:

- Removal of furniture and effects from the former residence to the new home, including insurance of goods in transit;
- Storage of furniture and effects for a reasonable period and not exceeding 6 months.

#### **4.3.4 Bridging Loans**

Interest charges (net after income tax relief where available) on a bridging loan not exceeding the estimated selling price of the former residence may be reimbursed where the Trust is satisfied that the employee has acted reasonably in electing to purchase a house in the new area in advance of having sold their property in the old area.

Reimbursement may be made for a duration of up to and not exceeding 6 months, in circumstances where the employee has continued to incur these expenses.

#### **4.3.5 Continuing Expenses in the Former Residence**

The Trust may reimburse any reasonable continuing commitments in the former residence where an additional simultaneous accommodation charge in the new area cannot be avoided. The maximum period for which this expense can be claimed is 6 months.

#### **4.3.6 Travelling and Subsistence Expenses**

Employees may claim travelling and subsistence expenses for themselves, their spouse/partner and children, if applicable.

#### **4.3.7 Advance of Salary**

The Trust may make an advance, recoverable from salary, to assist with house purchase. Please note, in relation to new employees joining the Trust, this payment can only be made once they have joined the Trust and signed onto the payroll.

#### **4.3.8 Miscellaneous Expenses**

The Trust may make in relation to the particular circumstances of each individual employee and of the expenditure actually incurred, a single payment for additional expenses arising as a result of the move.

#### **4.3.9 Value Added Tax**

Value Added Tax will be paid in appropriate circumstances.

#### **4.4 Excess Mileage in Lieu of Removal**

As stated under section 3.2 above employees who meet all of the eligibility criteria may choose not to move house but rather to travel daily the greater distance between their home and new place of work.

The mileage that may be paid under these circumstances is the difference between the mileage from home to their designated base of work and the mileage from home to the new place of work. \*\*

Payment of excess travel costs will not be agreed where, in the judgement of the Trust, the journey time and/or distance involved is likely to be detrimental to the safety of the employee, and/or to the satisfactory performance of the employee's duties. In such circumstances, the Trust may wish to seek alternative arrangements which will address the needs of both the employee and the service.

Excess travel is paid at the appropriate rate according to employee's terms and conditions of service. Further information on the rate payable, and the duration of time excess mileage may be claimed, can be obtained from the Employee Relations Department for staff on agenda for change and senior executive terms and condition and the Medical HR Department for staff on medical and dental terms and conditions.

Once the Trust has agreed that you are eligible to claim excess mileage, and the number of miles that can be claimed per journey, you will be required to regularly complete an on-line mileage claim form detailing all of the dates that you had to drive the excess mileage. Please note excess mileage is only payable on dates that you actually had to travel the excess miles. Further details on submitting on-line claims can be obtained from the finance department.

*\*\* Designated base of work in the case of rotational doctors is usually, but not always, the first hospital on the rotation. Doctors may elect to have one of the other hospitals on their rotation as their designated base of work (if this is closer to their home address)*

#### **4.5 How to apply**

Any employee who believes they are eligible to claim expenses must complete the application form in Appendix 1 and return to the relevant section of the Human Resources Department as follows:

Medical applications should be returned to the Medical HR Team, 4<sup>th</sup> Floor, McKinney House, Musgrave Park Hospital Site, Stockman's Lane, Belfast.

Applications from current employees should be forwarded to the Employee Relations team, 5<sup>th</sup> Floor, McKinney House, Musgrave Park Hospital Site, Stockman's Lane, Belfast.

Applications from new staff joining the Trust should be forwarded to the recruitment and selection team, 5<sup>th</sup> Floor, McKinney House, Musgrave Park Hospital Site, Stockman's Lane, Belfast

Following receipt of a complete application for relocation expense the Co-Director, RUP and the relevant Service Group Director will carefully consider each application taking account the eligibility criteria stated in this policy and the individual circumstances of each case.

#### **4.6 Complaints**

Should an employee/applicant have a complaint then they should forward the details of their complaint to the relevant section of Human Resources as stated above.

The Human Resources team will forward the applicant an acknowledgement of their complaint within three working days detailing who is handling the complaint and when they can expect a reply.

The complaint will be investigated and responded to fully within 20 working days by the Human Resources team. Where the complainant has a disability the response will, on request, be communicated in an appropriate format. If it is not possible to respond within this timescale the Human Resources team will provide the complainant with a written explanation for the delay and details of when a response can be expected.

### **5.0 IMPLEMENTATION OF POLICY**

#### **5.1 Dissemination**

This policy applies to all staff appointed to the Belfast Trust. It also applies to staff that are required to move work location as a result of organisational change.

#### **5.2 Resources**

Training session for HR staff involved in the processing of relocation and associated expenses.

## **6.0 MONITORING**

In view of its responsibility the Human Resources Department will regularly appraise and examine other procedures to satisfy itself that the Trust policy remains relevant.

In the event of the Trust having to adopt a process which is at variance with these procedures, a written record will be taken by the appropriate Senior Personnel Officer outlining the reasons for any variation and details of alternative procedures adopted. A copy of all such variances must be approved by the Co-Director.

Where any person believes there has been a breach of this procedure, complaints should be brought to the attention of the Trust's Human Resources Director.

## **7.0 EVIDENCE BASE / REFERENCES**

## **8.0 CONSULTATION PROCESS**

Internally this policy was forwarded to human resources staff and Trust senior managers for comments.

The policy was also presented to the Local Negotiating Committee and the Workforce Policy Committee.

## **9.0 APPENDICES / ATTACHMENTS**

The following appendices are attached:  
Appendix 1 Application form

## **10.0 EQUALITY STATEMENT**

In line with duties under the equality legislation (Section 75 of the Northern Ireland Act 1998), Targeting Social Need Initiative, Disability discrimination and the Human Rights Act 1998, an initial screening exercise to ascertain if this policy should be subject to a full impact assessment has been carried out.

The outcome of the Equality screening for this policy is:

**Major impact**

**Minor impact**

**No impact.**

**SIGNATORIES**


(Policy – Guidance should be signed off by the author of the policy and the identified responsible director).



Date: 22 August 2012

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Name Marie Mallon  
Title Deputy Chief Executive/  
Director of Human Resources



Date: 22 August 2012

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Name Colm Donaghy  
Title Chief Executive

Awaiting regional input

## APPLICATION FORM FOR RELOCATION/EXCESS MILEAGE

### SECTION A – TO BE COMPLETED BY ALL APPLICANT'S

|  |  |                   |  |                  |  |
|--|--|-------------------|--|------------------|--|
| <b>Name:</b>   |  | <b>Job Title:</b> |  | <b>Staff No:</b> |  |
| <b>Have you or your spouse claimed for relocation/excess mileage travel within HPSS or NHS before:</b> |  |                   |  | <b>YES/NO</b>    |  |
| <b>If yes, please provide details below:</b>   |  |                   |  |                  |  |
|  |  |                   |  |                  |  |

**Which option you wish to be considered for:**

|                            |  |   |  |
|----------------------------|--|---|--|
| <b>Relocation Expenses</b> |  | <b>Excess travel expenses in lieu of relocation</b> |  |
|                            |  |   |  |

**Which of the following is applicable to you:**

|   |  |                                       |  |   |  |
|---|--|---------------------------------------|--|---|--|
| <b>I am a current employee of the Trust</b> |  | <b>I am a new employee /applicant</b> |  | <b>I am a Junior Doctor on a rotational programme</b> |  |
|   |  |                                       |  |   |  |

### SECTION B – TO BE COMPLETED BY CURRENT EMPLOYEES

|  |               |   |               |   |               |
|--|---------------|---|---------------|---|---------------|
| <b>Job Title:</b>  |               | <b>Date Commenced in Post:</b>  |               | <b>Does your post have on-call commitments</b>                            | <b>YES/NO</b> |
| <b>Current Home Location:</b>  |               | <b>Current Work Location (designated base of work):</b>                                 |               | <b>Distance from your current home to current work location in miles:</b> |               |
| <b>Are you changing home location (if yes provide details of new location)</b>           | <b>YES/NO</b> | <b>Are you changing to a new work location (if yes provide details of new location)</b> | <b>YES/NO</b> | <b>Distance between new home and new work location in miles:</b>          |               |
| <b>Please provide details of the reason for the change in home and/or work location:</b> |               |   |               |   |               |

**SECTION C – TO BE COMPLETED BY ALL NEW EMPLOYEES (INCLUDING JUNIOR DOCTORS ON ROTATION)**

|   |  |                           |                                       |
|---|--|---------------------------|---------------------------------------|
| Address of old home:                    |  | Was your old Home:        | Rented/Owned<br>Furnished/Unfurnished |
| Job Title of post offered:              |  | Location of post offered: |                                       |
| Commencement Date:                      |  | Address of new home:      |                                       |
| Does the post have on-call commitments: |  |                           |                                       |

**SECTION D – TO BE COMPLETED BY JUNIOR DOCTORS ON ROTATION ONLY**

|  |  |   |        |
|--|--|---|--------|
| Current Grade:   |  | Current Specialty:                                    |        |
| Location Employed:   |  | Dates of Current Post:                                |        |
| Length of Rotational Training Programme:   |  | Current Shift Type:                                   |        |
| On-Call Commitments:   |  | Is your post part of a rotational training programme? | YES/NO |
| Your nominated base hospital: (This base should remain the same throughout your rotational programme – see policy for further details) |  | Distance from your home to base hospital (in miles):  |        |
|  |  | Distance from your home to new location (in miles):   |        |

Please provide details of your rotation from commencement:

Junior Doctors are also required to produce supporting evidence from NIMDTA.

| Post | Location | Dates |
|------|----------|-------|
|      |          |       |
|      |          |       |
|      |          |       |
|      |          |       |
|      |          |       |

**SECTION E – TO BE COMPLETED BY THOSE CLAIMING REMOVAL/RELOCATION EXPENSES**

| Details of House Sold                        |  | Details of New Property                      |  |
|--|--|--|--|
| Address:                                     |  | Address:                                     |  |
| Selling Price:                               |  | Purchase Price                               |  |
| Number of Bedrooms:                          |  | Number of Bedrooms:                          |  |
| Reception Rooms:                             |  | Reception Rooms:                             |  |
| Kitchen:                                     |  | Kitchen:                                     |  |
| Garage (YES/NO)                              |  | Garage (YES/NO)                              |  |
| Garden (YES/NO)                              |  | Garden (YES/NO)                              |  |
| Size of ground surrounding property (approx) |  | Size of ground surrounding property (approx) |  |

Please summarise the expenses you wish to claim in the box below:

| Expense Claimed | Amount Claimed |
|-----------------|----------------|
|                 |                |
|                 |                |
|                 |                |
|                 |                |

**SECTION F – TO BE COMPLETED BY THOSE CLAIMING EXCESS MILEAGE**

The mileage that may be paid is the difference between the mileage from home to their designated base of work and the mileage from home to the new place of work

|  |  |
|--|--|
| <b>Please detail the number of excess miles you wish to claim:</b> |  |
| <b>Detail how you have calculated the above amount:</b>            |  |

Please note the Trust will confirm the above miles by google maps prior to approving the amount that can be claimed per journey.

**SECTION G – TO BE COMPLETED BY ALL APPLICANTS**

I confirm that the above information which I have provided is accurate and correct. Furthermore, I hereby agree that should I leave the Trust's employment OR Training Programme within two years of taking up the post/programme, I will repay all of the removal expenses received.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY: DATE APPROVED BY DIRECTOR (COPY OF APPROVAL TO BE ATTACHED)**

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