

Relocation

Scheme 'B' guidance – to be read in conjunction with the Relocation Policy

The principles

Who does this policy apply to?

This policy applies to you if you have applied for a job in Brighton & Hove Council that has offered relocation. If this is not clear either in the advertisement or in the job information you should contact Human Resources and check if this policy applies to you.

Qualification criteria

Check your position carefully: **you should not assume that relocation applies.**

If relocation applies to the job you have accepted you must also fulfil the following criteria to be able to make a claim for relocation expenses:

1. **You must currently live 25 miles or more outside the boundary of Brighton & Hove Council.** A map is attached to this policy to give you general guidance. If you are in any doubt you should contact Human Resources who will be able to confirm whether you will qualify or not.
2. **The address you use for this calculation must be your current permanent and main residence,** not a temporary address, second home or family holiday home.
3. **You must buy a main permanent home not more than 15 miles from your normal place of work with Brighton & Hove Council.** Again a map is attached for our general guidance.

How it works

Maximum applicable

The maximum amount that you can claim under the relocation scheme is **£2,500**. Within this ceiling you can claim for any of the following:

Claims applicable

- ✓ any costs associated with your **removal from your current residence to your new home**
- ✓ any costs associated **with removal from your current residence to temporary accommodation to your new home**, providing that the gap between the two removals is no more than 6 months and your temporary accommodation is also within 15 miles of your normal place of work
- ✓ the cost of **temporary accommodation** (within 15 miles of your normal place of work) whilst your work for the council and are seeking a permanent residence, temporary accommodation costs can be paid for no more than 6 months
- ✓ the cost of **travelling to and from your current residence to your job** at Brighton & Hove council if you do not opt for temporary accommodation

- ✓ the cost of **travelling to and from your temporary accommodation to your permanent residence** whilst you maintain your permanent residence, but in any case for a period not exceeding 6 months
- ✓ any **legal fees** associated with buying a new permanent home or selling the current permanent home
- ✓ any **estate agent fees** associated with buying the new permanent home or selling the current permanent home
- ✓ any **interest accrued in a bridging loan** providing it is associated with the purchase of a property and relocation to a permanent residence within 15 miles of your normal work base

Please note expenses can only be refunded if the expenditure has been incurred.

Receipts showing VAT separately are required in all cases and at least two estimates should be obtained for bridging loans, legal fees and removal expenses.

Travelling

The cost of travelling can be refunded if it applies to you and/or your partner and family, however the amount paid by Brighton & Hove Council will be the equivalent of second class rail fare. No mileage claims can be made, regardless of your car user status.

Claiming expenses

It is your responsibility to make legitimate claims and to keep a record of these. If you claim for more than the maximum amount and it is paid to you, you will be responsible for refunding the money.

To help you with this process, **a personal summary sheet is enclosed for you to use.** In addition, a number of claim forms have been enclosed. You can photocopy more forms or obtain copies from Human Resources.

Tax

Money paid to employees to refund expenditure on relocation is taxable from £8,000. The council will be required to complete a return to the Inland Revenue at the end of the financial year.

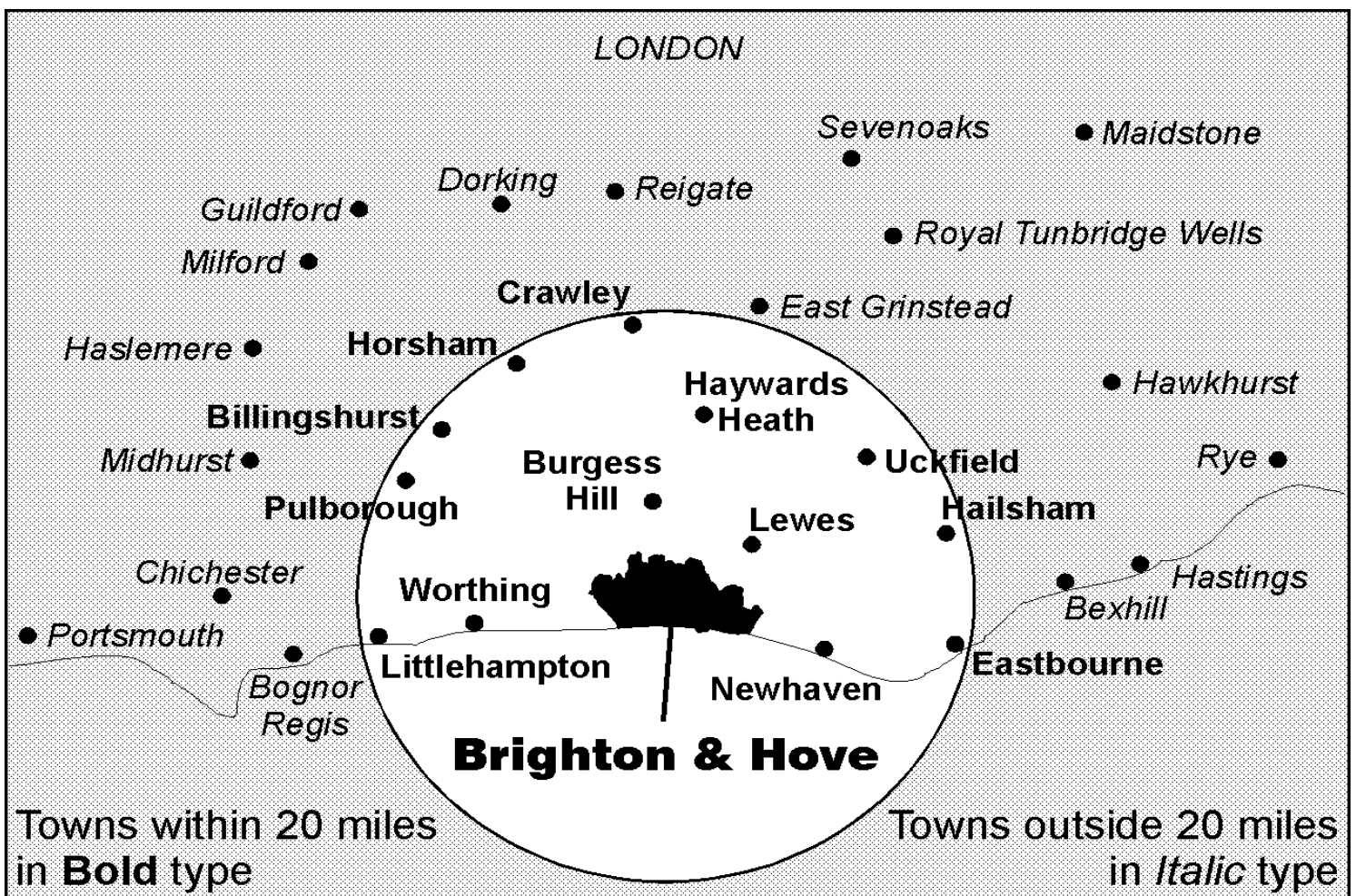
Allowing time for claims to be processed

Expenses will always be refunded by cheque, never in cash. Claims will be treated with urgency by Human Resources and as a general rule a claim submitted by Friday in any week should result in a cheque being raised by the following Friday. This is not, however, a guarantee and **you should ask Human Resources for an estimate of the likely timescale when you submit your claim.** Human Resources do not raise cheques themselves; they have to authorise the payment and put it into the creditors' system, so they are not in control of the delivery time. The council can raise 'emergency' cheques, and will do so if the refund is urgently needed. This service is only available in an urgent situation, not as general practice.

Important conditions of payment

It is very important that you are aware that **if you receive relocation expenses and then leave Brighton & Hove Council within two years of your appointment you will be required to refund the monies paid to you.** The amount you will be required to pay will be reduced by 1/24 for each complete calendar month you work for the council. This means that if you start work on the 14th November and leave on the 23rd March, you will be deemed for these purposes only to have worked three calendar months and we will require a refund of all the expenses paid to you, less 3/24.

You should also be aware that this might even be an issue if you move within the council to a job that is not advertising relocation expenses. **You should clarify your position before you accept another job in the council within two years of your current appointment.**



Application for Relocation Expenses Scheme B



Name

Current address

Date of appointment

Job title

Directorate

Normal place of work

Declaration

I confirm that my current permanent address is as detailed above and that I intend to move to a permanent residence within 15 miles of my workbase in the next six months.

I understand that I am responsible for accurate claims and for keeping a record of each claim.

I understand that if I leave Brighton & Hove City Council within two years of appointment that I will be required to repay all relocation expenses (reduced by 1/24 for each complete calendar month worked)

Employee signature

Date

Line manager signature

Date

Personal Log of Claims



Personal log of claims for expenditure under the council's relocation policy

Name _____
Date appointed _____

Date	Amount	Claimed for	Accrued total of claims	Comments

Claim for Refund of Relocation Expenditure Scheme B



Before you complete this form you should ensure that your claim does not exceed the maximum allowed. You are also reminded that if you leave the council within two years, you will have to repay these expenses, minus 1/24 for every complete calendar month worked.

Name		
Directorate		Section
Address of your normal place of work <i>This is used for assessing your eligibility and for contacting you about your claim, so you should also include any different contact addresses.</i>		
Amount claimed (total)		
Claim details		
Details of expenditure claimed	Amount of expenditure	Is the expenditure subject to VAT?
Total amount without VAT	£	
Total amount of VAT	£	
Total amount including VAT	£	

Claim for Refund of Relocation Expenditure



Declaration

I certify that the information on this form is accurate and that I am making a legitimate claim for relocation expenses.

I also certify that I have actually incurred the expenses which I am claiming and have enclosed receipts. I have received and read a copy of the relocation policy and understand that it is my responsibility to claim only up to the agreed limit. I will be liable to repay any expenses which have been refunded and which are either above the limit or are not eligible.

Signed

Name

Date

The cheques in settlement of this claim will be made out to the above person unless otherwise requested.

Please make cheque payable to

Line manager signature

Line manager name

Cost Code

Detail code

For payment purposes only

Payment certified by