

“Promoting thriving, sustainable communities”

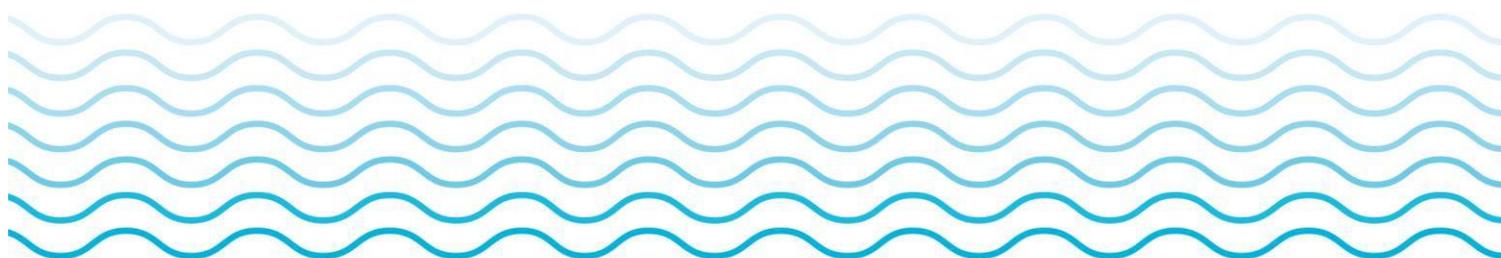


Relocation Policy

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INVESTOR IN PEOPLE





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1. **Policy Statement**

It is Boston Mayflower's policy to provide financial assistance to selected posts at the discretion of the Board of Management to newly appointed staff who, as a direct result of accepting the appointment, necessarily incurs expenses in moving home nearer to their work base.

2. **Objectives**

The objectives of this Policy are to enable staff to

begin a new job with the minimum cost and disruption to home life and, assist towards reimbursement of expenses attributable to the move.

3. **Eligibility**

Staff will be eligible for reimbursement of relocation expenses either in full or in part, up to the overall maximum for each section of expenditure provided that:

Relocation assistance will not normally be offered unless specifically stated in the first instance within the advert for the post.

The section and/or sections of expenditure under which reimbursement will be made is agreed with the staff member in principle either at interview or at the time the offer of employment is made and the entitlement to financial assistance is confirmed in writing by the Chief Executive (or their nominee) before **any** expenditure is incurred.

The application of this Policy and the decision to reimburse under one or more of the sections is entirely at the discretion of the Board of Management.

All the qualifying conditions are met.

Where staff are in doubt about eligibility under the policy, reference should be made to the Chief Executive / Director of Finance in the first instance, before incurring expenditure for which reimbursement is to be claimed.

4. **Qualifying Conditions**

To receive financial assistance prospective staff must be living more than 30 miles from their new work base or one-hour travel to work time by public transport.

Therefore, they will be expected to move to a new home that is less than 30 miles from their new work base or less than one hour travel to work time by public transport.

Original and valid receipted VAT invoices must support all claims submitted.

The relocation must take place within 12 months of the date of commencement and claims submitted within 3 months following the date of the actual move.

Consideration will be given by Boston Mayflower for late claims as long as an extension is applied for and agreed in writing before the end of the initial 12 months.

Claimants should be aware that if their contract of employment ends for any reason, there is a requirement for a full or partial repayment. Full details are given at paragraph 6.

Where more than one member of the household is appointed to Boston Mayflower, only one claim for reimbursement will be accepted.

5. **Expenditure Sections. Limits and Categories**

Relocation Expenses will be paid up to a maximum of £8,000 in total.

It is expected that these expenses would include removal expenses, legal and other professional fees and the costs incurred as a result of search for new accommodation.

Removal Expenses

The cost of the removal of household effects (including insurance in transit) from a location in the United Kingdom will be reimbursed. (For the purposes of this Policy, the UK is deemed to include England, Wales, Scotland, Northern Ireland, the Channel Islands and the Isle of Man).

Where a member of staff chooses to move themselves and does not engage a contractor, the expenses of van hire from a van hire company, petrol and insurance costs can be claimed. Labour charges, however incurred, will not be reimbursed.

Reimbursement will be the lower of three competitive quotations, which must be submitted to the Chief Executive / Director of Finance prior to the move. The member of staff may engage a contractor of his/her choice if he/she pays the difference in cost between the actual charge and the lowest quotation.

The removal must take place within 12 months from the date of commencing the appointment.

Legal and other professional fees directly connected with the sale and purchase of accommodation

The types of expenditure which will be acceptable are; stamp duty, solicitors fees, estate agent fees, surveying fees, mortgage arrangements.

Where a member of staff is selling and purchasing a property, actual expenditure is reimbursed subject to the maximum grant level.

Where a member of staff is either selling or purchasing a property (i.e. one transaction) actual expenditure is reimbursed subject to the maximum grant level.

Where a member of staff is moving from one rented property to another, assistance is available towards legal and other professional fees *subject to the maximum grant level.*

Search for new accommodation / temporary accommodation

Travelling expenses will be reimbursed where it is necessary to visit the new area to find accommodation. Expenses will only apply to the member of staff, their partner and dependant(s) if applicable.

Payment of travel expenses will be at the standard class rail fare rate or travel mileage rate in line with our Financial Regulations.

6. Conditions relating to the payment of grants / allowances under this Policy

The grants / allowances referred to within the Relocation Policy are payable within a period of 12 months from the date of commencement in the new post. Extensions beyond this period are granted in exceptional circumstances by the Chief Executive. An application for extension of the 12 month period must be submitted to the Chief Executive / Director of Finance. Full details must be provided in support of the application.

The claimant must complete the appropriate claim form, available through the intranet, undertaking to repay to Boston Mayflower either the whole or a proportion of the total grants / allowances paid under this Policy if their employment ends for any reason within the periods specified in section 7 of this Policy. The claimant will also authorise Boston Mayflower to deduct from any monies that may be due from Boston Mayflower, (e.g. salary, travel expenses, untaken accrued annual leave) monies undertaken to be repaid. If the amount of any monies due is insufficient to clear the outstanding debt, the Chief Executive / Director of Finance will raise an account for the balance.

7. Repayment of Allowance

Any employee leaving Boston Mayflower for any reason other than death, redundancy or ill-health retirement, after receiving payment under the scheme must repay a proportion of the allowance received as follows:

- Leaving within 12 months of appointment – 100%
- Leaving between 12-24 months of appointment – 75%
- Leaving between 24 – 36 months of appointment – 50%

In other exceptional circumstances the Chief Executive in consultation with the Director of Finance has discretion to waive wholly or in part the above repayment conditions.

8. Policy Links

The following Boston Mayflower policies are also relevant when dealing with Relocation Action

- Recruitment Policy
- Personnel Policy Statements
- Staff Handbook
- Code of Conduct for Board Members, Involved Residents and Staff