

**MELTON BOROUGH COUNCIL**

**RELOCATION EXPENSES SCHEME**

**1. Aims of the Scheme**

- (a) To offer an incentive to the recruitment of Officers from other areas, by providing financial assistance with expenses incurred in moving to this area;
- (b) To encourage newly appointed Officers to move to within a 20 mile radius\* of Melton Mowbray as defined on the attached map.
- (c) To minimise any financial detriment which may be incurred by newly appointed staff moving from outside the area.
- (d) In approved cases, to offer a facility for existing members of staff, in key positions, to move within a 20 mile radius of Melton Mowbray from outside a 20 mile radius.

**2. Eligibility**

- (a) The relocation scheme shall apply to the following categories of staff subject to clause 1(d):-
  - (i) newly appointed staff who are employed under the NJC Scheme of Conditions of Service for APT&C Services, the JNC for Chief Executives, the JNC for Chief Officers and Deputies;
  - (ii) in exceptional circumstances for existing staff who, on the authority of the Chief Executive, on the recommendation of their Corporate Director, are required to move closer to their place of work;
  - (iii) Key staff are defined as Chief Executive, Corporate Director, Head of Service and any post deemed as such by the Head of HR, Comms and Member Development in consultation with Strategic Management Team.
- (b) Eligibility for allowances under the scheme to be dependent on Officers moving from outside a radius of 20 miles from Melton Mowbray to within a 20 mile radius of Melton Mowbray.
- (c) No assistance to be granted to an Officer unless his/her relocation is due to his/her employment with Melton Borough Council.
- (e) Payment will only be made in respect of one removal.

**3. The following allowances shall be payable to those fulfilling the eligibility criteria:-**

**(a) Removal Expenses**

- (i) A lump sum payment up to £7,000 (£3,500 in cases of purchase only) may be paid to an employee who has to move home to take up the new appointment. This payment will be given where appropriate towards covering the costs of:
  - Removal of furniture (the lowest of 3 quotes). Officers may choose to hire a self drive van and claim reimbursement of the hire and fuel costs.

- Storage
  - Legal fees
  - House agents fees
  - Mortgage fees
  - Stamp duty
  - Disturbance allowance (carpets/ curtains etc) up to £1,500. (Subject to tax rules this payment will be tax-free on the completion of appropriate receipts.)
  - Overnight accommodation for officer and partner/spouse when making house search visits and travel expenses at second class rail fare or other public transport rates(excluding air unless less than second class rail)or 15p per mile for up to three visits.
- (ii) Reimbursement of costs will only be made on production of receipts and on completion of sale and purchase.
  - (iii) Employees should note that the Inland Revenue may deem any part of the amounts claimed as being subject to income tax if proof of expenditure can not be provided.
  - (iv) Reimbursement of the above expenses will be granted, providing that removal is effected within 12 months of taking up the appointment. The Chief Executive in consultation with Strategic Management Team may extend this period in exceptional circumstances.
  - (v) Probationary employees may claim reimbursement for removal expenses for up to 15 months from the date of commencement, in view of their contractual position. The Chief Executive in consultation with Strategic Management Team may extend this period in exceptional circumstances.

**(b) Travelling or Lodging Allowance**

New employees maintaining a house outside a radius of 20 miles from Melton Mowbray and who intend to move within a 20 mile radius of Melton Mowbray may claim one of the following allowances for up to 6 months from the commencement date of the appointment (which may be extended by the Chief Executive in consultation with Strategic Management Team).

- (i) a daily lodging allowance of £20 per day to a maximum of £100 per week for 26 weeks maximum subject to the officer staying in temporary accommodation within 20 mile radius of Melton Mowbray. The Chief Executive in consultation with Strategic Management team may extend the time period in appropriate cases.
- (ii) a daily travelling allowance in lieu of lodging allowance on the basis of actual cost up to a maximum of second class rail fare or other public transport (excluding air unless less than second class rail) or a mileage rate of 15p per mile subject to a maximum payment of £100 per week for a period of up to 26 weeks from the date of appointment. Tickets, receipts or proof of payment for each journey will be required where public transport is used

#### 4. Requirements for Repayment

- (i) Employees who claim under this scheme will be required to sign an undertaking before any payments are made.
- (ii) The undertaking will stipulate that should an employee leave the Council's employment within 2 years he/she will repay a proportion ( based on 1/24 for each calendar months service less than two years) of the overall amount that has been paid. Or if he/she does not move to the specified area within the specified time scales all payments received will be reclaimed. The undertaking will authorise deductions from wages where repayment is necessary.
- (iii) Date of commencement shall mean in the case of a new employee, at the date on which that employee started work with the Council, and in the case of existing employees, at the date on which there was a requirement to move closer to their place of work as defined by their Head of Service in consultation with the Corporate Director.

#### 5. Review

The Head of HR, Comms and Member Development shall have delegated authority to review the scheme in consultation with Strategic Management Team and make such amendments as may be appropriate from time to time.

#### **\*Note**

**Where '20 mile radius' is stated or referred to throughout this scheme it shall be as defined on the attached map. Further and final clarification may be sought from the Head of HR, Comms and Member Development.**

#### **Head of HR/Communications and Member Development**

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September 2004