



## Relocation Policy

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## 1. Purpose

This policy sets out how the Company will compensate new staff for the costs and disruption associated with relocation.

We recognise that relocation can result in both financial and domestic pressure on new staff and our aim is to assist new staff in adapting to new surroundings and recognise our responsibility to ensure that costs claimed are reasonable and controlled within the Company guidelines.

The Company is situated in a beautiful location and the employment market for certain roles can be limited; the Company aims to provide a fair and competitive offer to enable us to compete for the talent we need.

This policy aims to provide guidance on the type of assistance which can be offered by the Company. Relocation expenses are judged on a case by case basis and each employee's situation and circumstance will be unique. The Company therefore retains discretion to tailor the relocation package to the needs of each employee. The Company will always act fairly and in a non-discriminatory manner.

The exact amount of assistance and terms is flexible and will be agreed as part of the overall remuneration package and initial recruitment offer.

None of the benefits set out in this policy are payable unless the company has specifically confirmed they will.

## 2. Principles

The following principles will apply to this policy:

- It will be open, fair and transparent
- It will promote consistency in the approach for all new staff
- It will be realistic, achievable and deliver value for money for our customers.

### 3. Review

We will review this policy at least once every 3 years to ensure that it continues to operate within best practice.

Alternatively, the policy will be reviewed immediately following any relevant change to government policy, regulation, market changes or legislation.

The Executive Team will approve this policy and delegate responsibility to the Head of HR for ensuring that this policy is communicated and implemented.

### 4. Responsibilities

The Head of HR will be responsible for ensuring that policy reviews are undertaken, that appropriate consultation takes place and that approval for revisions is attained.

### 5. Scope

This policy applies to the staff of North Devon Homes only.

### 6. Policy Statement

#### 6.1 General Guidelines

The following may be offered as part of our relocation package:

- Temporary Accommodation
- Visits to select accommodation
- Removal Expenses
- Storage
- Survey Fees
- House Purchase - Legal Fees
- House Purchase - Estate Agent Fees

All requests for payments to be made under this policy must be supported by appropriate receipts / invoices.

## **6.2 Maximum Financial Entitlement**

The scheme is subject to an overall limit of reimbursement which is currently £8,000 for new staff who own one property outside North Devon and who are required to relocate from their main residence to North Devon in order to take up their appointment.

The policy enables new employees to be flexible in the type of expense claimed, up to the maximum limits for each section below. The maximum limits include any VAT costs.

## **6.3 Temporary Accommodation**

Where a new member of staff does not own a property and is required to relocate to North Devon to take up an appointment they may be eligible for assistance for temporary accommodation.

Any costs to be claimed in this regard must be agreed in writing with the Head of HR or a Director prior to signing a lease or tenancy; the maximum lease or tenancy claim period is six months, with a maximum of £750 per month for rent. If a property to rent is found that exceeds £750 per month, then the employee would be required to cover the extra amount themselves. All financial assistance in this regard will cease after six months.

## **6.4 House hunting / Viewings**

In order to visit North Devon to view properties before employment commences, reasonable expenses can be reimbursed by the Company for accommodation, standard-rail train travel and mileage when transport is by car (in accordance with the Company's standard mileage rates) and reasonable subsistence for the new employee and one family member or partner. The total that can be claimed (on production of receipts) is a maximum of £250 per visit. A maximum of two visits will be funded / subsidised prior to taking up employment. This must be agreed in advanced with HR.

## **6.5 Removal Expenses**

We will reimburse the cost of relocating normal household effects. However, we will not cover the contents of second home, cars, caravans, portable buildings, etc.

Three written removal quotations must be provided. The lowest estimate should normally be selected however should a service upgrade be desired, it will be for the individual to cover the difference in cost.

Where the supplier is unable to invoice directly, individuals must reclaim costs in accordance with the expenses policy.

The maximum limit for costs towards removal is £1,200.

### **6.6 Storage**

We will financially assist in the storage of normal household effects for up to six months where the existing property has been sold but a new property has either not been identified or a purchase is pending completion. However, storage will only be offered when we are not covering the cost of renting a property as it is expected that the rented property will house the individual's household effects.

Where the supplier is unable to invoice directly, individuals must reclaim costs in accordance with the expenses policy.

The maximum limit for total costs towards storage is £600.

### **6.7 Survey Fees**

The maximum limit for costs towards Survey Fees relating to a property purchase is £800.

Where the supplier is unable to invoice directly, individuals must reclaim costs in accordance with the expenses policy.

### **6.8 Legal Fees**

Three written quotations must be provided from qualified solicitors. The lowest estimate should normally be selected however should a specific legal firm be desired, it will be for the individual to cover the difference in cost.

Where the supplier is unable to invoice directly, individuals must reclaim costs in accordance with the expenses policy.

The maximum limit for costs towards legal fees is £700.

### **6.9 Travel Expenses**

We will reimburse travel expenses prior to relocation if travelling from existing property to the Company's work location, rather than staying in temporary accommodation. The mileage will be claimed from the relocation allowance and will be paid at normal rates. This may be claimed for a maximum of 6 months.

### **6.10 Paid Leave of Absence**

There is no entitlement to paid leave of absence for either seeking a property or moving into a new home. Any time off work should be taken from the annual holiday entitlement or flexi-time.

### **6.11 Repayment of Relocation Expenses**

In taking up any relocation package offer, the employee automatically agrees that should they leave ndh employment any monies owing to the Company will be deducted from any payments / salary due to the employee. In the event of the employee failing to start, they would be required to reimburse the Company for all relocation expenses paid within 5 working days.

In the event of the employee leaving the Company for any reason within two years of the contract start date, they would be required to reimburse the Company as follows;

Total amount of relocation expenses to be repaid:

|                |      |
|----------------|------|
| 0 – 12 months  | 100% |
| 12 – 24 months | 50%  |

Those offered relocation assistance will be required to sign an agreement as set out above.

### **6.12 Taxation**

All offers of relocation are subject to the rules set out in part 4, chapter 7 of the Income Tax (Earnings and Pensions) Act 2003 and administered by HM Revenue & Customs. The employee is responsible for any statutory income tax and national insurance incurred as a result of receiving relocation expenses and benefits. The first £8000 known as qualifying costs do not need to be reported and tax/ NI aren't payable on them.

The relevant qualifying costs are:

- The costs of buying / selling a home
- Moving costs
- Certain new things bought for the home
- Bridging loan

*Costs will only be qualifying costs when:*

- a new employee is moving area to start a job with you

- an existing employee is changing their place of work within your organisation
- the employee's new home is reasonably close to the workplace and their old home is not
- the costs are paid before the end of the tax year that's after the one in which the employee started their job

HM Revenues & Customs has set a time limit on relocation. Relocation must be completed before the end of the tax year (5 April) after the one in which the employee takes up new position. At the time of being offered relocation assistance, the employee will be advised of the date by which his /her relocation must be completed.

## 7. Consultation

Who has been consulted in developing the policy?

| Date             | Consultation methodology | Challenge / Impact / Result |
|------------------|--------------------------|-----------------------------|
| 14 February 2020 | Staff Forum              |                             |

## 8. Equality Impact Assessment

### 8.1 Identify potential impact on each of the diversity "groups"

| Strand                  | No impact                | Negative impact | Positive impact | Comments / evidence |
|-------------------------|--------------------------|-----------------|-----------------|---------------------|
| Race                    | <input type="checkbox"/> |                 |                 |                     |
| Disability              | <input type="checkbox"/> |                 |                 |                     |
| Gender                  | <input type="checkbox"/> |                 |                 |                     |
| Gender Reassignment     | <input type="checkbox"/> |                 |                 |                     |
| Sexual orientation      | <input type="checkbox"/> |                 |                 |                     |
| Religion or belief      | <input type="checkbox"/> |                 |                 |                     |
| Age                     | <input type="checkbox"/> |                 |                 |                     |
| Rural issues            | <input type="checkbox"/> |                 |                 |                     |
| Social Inclusion issues | <input type="checkbox"/> |                 |                 |                     |
| Pregnancy and maternity | <input type="checkbox"/> |                 |                 |                     |



|                                |                          |  |  |  |
|--------------------------------|--------------------------|--|--|--|
| Marriage and civil partnership | <input type="checkbox"/> |  |  |  |
|--------------------------------|--------------------------|--|--|--|

**8.2 Does the Policy promote equality of opportunity?**

Yes, financial assistance is available to all new staff who are relocating to North Devon to take up employment at North Devon Homes.

**8.3 If “adverse impact” identified in table above is it?**

We seek to embrace equality and diversity in all aspects of its business.

We aim to ensure that all of its stakeholders regardless of race, colour, nationality, gender, religious beliefs, age, disability, sexual orientation, marital status or appearance have the right at all times to be treated fairly and equally and to enjoy their homes quietly.

This policy will be administered within this ethos and can be provided in larger print format, alternative language, tape, or Braille as requested.

We will seek to ensure that it does everything reasonably within its power to combat any form of harassment.

**8.4 A full EIA is not required for this policy.**

N/A

**8.5 If suggestions for improvement have been suggested, what should the positive outcome be for North Devon Homes’ customers and stakeholders?**

N/A

|  |  |
|--|--|
| <b>Next review date</b>                                    |  |
| Every three years<br>February 2023                         |  |
| <b>Author</b>  | <b>Related Documents</b>   |
| Katrina Mack<br>katrina.mack@ndh-ltd.co.uk<br>01271 313352 | <ul style="list-style-type: none"> <li>• Recruitment and Selection Policy</li> <li>• Expenses Policy</li> <li>• Staff Handbook</li> <li>• Financial Regulations</li> </ul> |