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VALE OF GLAMORGAN COUNCIL

RELOCATION SCHEME

[a] **GENERAL CONDITIONS**

1. This scheme is applicable only to employees who need to move their homes more than 60 miles to enable them to take up an appointment with the Council and is conditional upon the employee taking up residence within the area of the Vale of Glamorgan Council. Each application will remain subject to the recommendation of the Service Head and to the approval by the Head of Human Resources after consultation with the Director of Resources and the respective Cabinet Members representing Human Resources and the employing Directorate.
2. Assistance under the Scheme will be given subject to the employee signing an undertaking that all monies paid will be immediately repayable (unless a longer time scale is agreed) to the Council if the employee leaves the service of the Council on his/her own volition within two years of the date of commencement of duties. An employee who voluntarily leaves the service of the Council during the third year following commencement of duties will be eligible for a reduction in the amount repayable to the Council of one-twelfth of the total allowance granted for each completed month of service in excess of 2 years.
3. The maximum total payment to an employee in respect of parts 'a' to 'd' under this Scheme shall not exceed £8,000 gross including VAT, for which the necessary invoices/receipts must be produced prior to reimbursement of the expenditure to the employee.
4. Where any claim may be made on any other authority or organisation, individual applications for assistance under this Scheme shall be referred to Cabinet for determination.
5. The Scheme shall be available to new employees for up to 6 months following commencement of employment with the Vale of Glamorgan. Eligibility for the Scheme will cease following this period.

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04/02/04	27/02/04	04./02/06	Human Resources
	Amended 17/05/06		
	Amended 13/06/06		

[b] **REMOVAL EXPENSES**

An employee who is required to move house shall be reimbursed the following expenses where necessarily and actually incurred:-

1. Cost of removal of furniture and effects from his/her old home to new, including insurance of goods in transit. The reimbursement to be equal to the amount of the lower of two competitive tenders (provided that the employee can engage the contractor of their choice if the employee is paying the difference in cost between this and the lower tender).
2. Travelling expenses for the employee and his/her dependants from their old home to the new at public transport rates (second class if rail) for the day(s) of the move or at a car mileage rate of 20p per mile gross maximum.

[c] **LEGAL AND OTHER FEES CONNECTED WITH SALE AND PURCHASE OF RESIDENCE**

1. An employee who has to sell their family residence shall be reimbursed reasonable legal, house agent's and mortgage redemption fees necessarily involved by the sale.
2. An employee who, having sold their family residence or terminated their tenancy, and buying another residence, shall be reimbursed the reasonable legal, mortgage redemption and survey fees involved by the purchase.
3. Where house agents or auctioneers are not engaged, the employee shall be reimbursed the actual advertising costs incurred within the maximum available.
4. Where a tenancy is involved, the employee shall be reimbursed the actual cost of giving up the tenancy.

[d] **TEMPORARY ACCOMMODATION ALLOWANCES**

As a measure of temporary assistance, an employee who is unable immediately to accommodate their self within reasonable distance of their new place of employment and where the employee has to find temporary accommodation, shall be granted an allowance of up to £150 per week for up to 6 months.

As an alternative, an employee who would normally be eligible for Temporary Accommodation allowance, may be reimbursed travelling expenses (second class rail fare or bus fare/season tickets, whichever is the cheaper), between Barry and their existing home for a period not exceeding three months.

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- [e] The aggregate of each of the above remain subject to the £8000 maximum including VAT as outlined under General Conditions (a) 3.
- [f] The employee will be responsible for any tax or national insurance liability incurred in relocation. In order to qualify for tax relief the removal expenses must normally be incurred or the benefits provided before the end of the year of assessment following the one in which the employee starts the new job.

HR/USERS/POLICIES & PROCEDURES/20 01 04

Amended 17 05 06

Amended 13 06 06

Cabinet
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Amended 13/06/06

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