

Relocation Expenses Scheme

1). Introduction

The City Council will consider providing financial assistance to persons appointed to key posts, who need to move home as a direct result of taking up appointments with the Authority, according to the provisions set out below.

2). Eligibility

The Relocation Expenses Package is available to new employees, subject to certain basic criteria:

- The employee must formally declare that they (or their partner) are not entitled to receive the same or similar recompense from other sources (i.e.. partner may also be entitled to a relocation package from a new employer). Should both partners be eligible for such a package, formal agreement should be sought to equally divide the claim; and,
- All claims for expenses must be made within 12 months of the date of commencement of employment, save in extenuating circumstances as determined by the relevant Director/Chief Officer.

3). Scope

The maximum total contribution towards the costs of relocation is £7,000 where the individual concerned is relocating from a distance of over 25 miles from the Manchester city boundary to within the Manchester city boundary.

The maximum total contribution towards the costs of relocation is £5,000 where the individual concerned is relocating from a distance of over 25 miles from the Manchester city boundary to within a 10 mile radius of the Manchester city boundary or one of the Council's overspill estates.

Relocation expenses are reimbursed to cover the costs of selling fees, purchase fees and sundry expenses, as detailed below, up to the appropriate maxima. No payment limits are specified for different component parts of the scheme, provided the relevant maxima is not exceeded. These maxima are to be adjusted annually in line with pay awards by the NJC for Local Government Services.

4). Reimbursement

The conditions for claiming against relocation expenses under the following categories to be subject to the provision of appropriate receipts or proof of expenditure. Invoices made out to, and paid by the employee may be submitted for reimbursement from the Authority. Alternatively, invoices may be made out directly to the Authority who will raise a cheque for direct payment to the creditor on the employee's behalf. It should be noted, however, that such requests may only be made whilst the total claim is within the relevant global maximum. The global maximum is the maximum amount a recipient may claim under the scheme, and is not paid automatically.

5). **Allowances**

The following items of expenditure are eligible for reimbursement under the Relocation Expenses package:

Selling Fees - estate agent's fees and solicitor's fees in respect of the sale of the old home.

Purchase Fees - surveyor's fees, solicitor's fees, search fees and stamp duty in respect of the purchase of the new home.

Sundry Expenses:

(i) **Removal Costs** * - cost of removal of furniture and effects from old home to new including insurance of goods in transit. .

(ii) **Storage Costs** * - cost of storage of furniture and possessions where a permanent move can not be made immediately.

(iii) **Settling-in Costs** ** - necessary cost of re-establishing essential services such as gas, electricity, water and telephone; installing appliances such as washing machine and cooker; alterations to or renewal of curtains, floor coverings, fixtures and fittings; etc.

(iv) **Lodging Allowance** - available as a measure of temporary assistance to an employee who is required to move into lodgings within reasonable distance of the new place of employment.

(v) **Travel Allowance** - expenses and subsistence allowances for the employees and partner and dependant children from their present home to Manchester. Travel allowances reimbursed on the basis of daily standard class return rail fare, or weekend standard class return rail fare only, where lodging allowance is being claimed, or casual car user allowance at an appropriate rate, for searching the area.

* Reimbursement would be equal to the value of the lowest of three submitted tenders, or the actual cost if lower.

** Reimbursement of settling-in costs would be to a maximum value of £1 ,400.

6) **Leave**

When an employee moves home, he/she will be granted 2 working days leave.

7). **Repayment**

Except for in extenuating circumstances, as determined by the appropriate Director/Chief Officer, any employee leaving the Authority having received payment under the scheme must repay to the Authority as follows:

- Leaving within 24 months of employment commencing - 100% Repayment
- Leaving within 24 -36 months of employment commencing - 1/12 for each month not worked in this period.

Similarly, in cases where a new employee initially relocates to an address which makes them eligible for payment under this scheme, then subsequently relocates to a new address within three years of commencing employment, will be required to make reimbursement as follows:

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| (i) Relocation expense from a distance of over 25 miles from the Manchester city boundary to within the Manchester city boundary. | £9,230 |
| (ii) Relocation expense from a distance of over 25 miles from the Manchester city boundary to within a 10 mile radius of the Manchester city boundary or one of the Council's overspill estates. | £6,593 |

8). **Administration of Scheme**

The administration of this scheme is delegated to the appropriate Departmental Personnel section who are authorised to certify all expenditure incurred. Any queries on the application of this scheme will be referred to the Head of Personnel.

An employee wishing to take advantage of the Relocation Expenses package must give written confirmation that they will abide by the terms set out in this document before any payments are made.