Queen Victoria Hospital
NHS Foundation Trust

Relocation Policy

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RELATED DOCUMENTS	Recruitment and Selection Policy Travel & Subsistence Policy Payment of Salary and Wages Policy
FORMS AND DOCUMENTS LINKED or ADDED AS APPENDIX IN THIS POLICY	Appendix A -Relocation application process Appendix B -Relocation application form
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CONSULTATION	JCNC LNC Finance and Performance Committee
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Document History and Control:

Version	Date Ratified	Brief summary of significant changes/ amendments	Author/ contributor
2	28/06/2021	• Amendment to department titles • Section 3.4.1.2 bullet point 1 amended from applying to AfC Band 6 and above, to applying to AfC Band 8a and above • Section 6.1 maximum expenditure limit reduced from £8,000 to £5,000	Gemma Farley Felicity King Lawrence Anderson Sarah Oliphant
3	13/8//2024	• Amendments to departments and job titles • Reference to specific bands/roles removed to ensure equity across all staff groups and levels of role • Reference to raising and approving via Easy Expenses • Removal of forms and letters as appendices and links/sign posting used instead • Change to process in line with triumvirate structure	Sarah Oliphant

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1. Introduction

1.1. The policy defines who is entitled to claim relocation expenses from Queen Victoria Hospital NHS Foundation Trust (QVH), what the process is for making a claim and the conditions that apply to any payment or entitlements.
1.2. The aim of having such a policy is to attract the best possible talent to QVH by ensuring that the Trust shares some of the cost of relocating with the desired candidate and support those who have contractual terms specifying their place of residence.
1.3. These arrangements are made in line with eligible expense payments allowed by HMRC and in pursuit of Key Strategic Objective 5: *to maintain a well led organisation delivering safe, effective and compassionate care through an engaged and motivated workforce.*
1.4. Any decision regarding the payment of such expenses and the level at which they are paid is entirely a matter of discretion by the Trust, and nothing in this policy should be taken to confer or imply any entitlement to the payment of such expenses.

2. Definitions

2.1. AfC – Agenda for Change
2.2. Appointing Manager – a member of QVH management team with organisational authority in Budgetary Control and Establishment Control for the relevant job role
2.3. Approve – to support an initial application for it to be considered for final authorisation
2.4. Authorise – to commit to a contractual offering
2.5. Easy Expenses – electronic system for claiming and approving of expense claims
2.6. Eligibility – the basis under which an individual is able to apply
2.7. ESR – Electronic Staff Record
2.8. HEE – Higher Education England
2.9. HMRC – His Majesty's Revenue & Customs
2.10. KSO – Key Strategic Objectives
2.11. Line Manager – manager with responsibility for applicant in day to day role
2.12. Main residence – as per Capital Gains Tax rules (see HMRC website)
2.13. QVH – Queen Victoria Hospital NHS Foundation Trust

3. Scope

3.1. This policy applies to potential new employees and existing employees who relocate for the purpose of their role at the Trust who meet the below relevant eligibility criteria:
  3.1.1. Arrangements and initial applications are made at the time of a conditional, substantive offer of employment or at a time when an employee is relocating closer to the trust for the purposes of work
  3.1.2. The main residence of the prospective employee is currently more than 30 miles (or 1 hour travelling time) from the base hospital premises
  3.1.3. Expenses submitted are for relocating to a new main residence within a 15 mile radius (or 30 minutes travelling time) of the base hospital

3.1.4. The conditional offer is for any role within the trust. Trust appointed junior doctors may receive limited expenses to cover the removal of furniture and personal effects to a maximum of £500 (pro-rata/annum).

3.1.5. Note that trainee doctors in a post appointed to by Health Education England (HEE) are entitled to claim relocation expenses. Please contact QVH Medical Education Manager for more information.

3.2. Any scope and level of financial assistance for each case will be determined by the general manager, clinical director or head of nursing. The granting of assistance with relocation expenses is entirely at the discretion of the Trust and no entitlement to such assistance should be inferred from this policy.

4. Duties

Appointing Manager

4.1. To be aware of the contents of this policy and to support new or existing employees in the process of application.
4.2. To ensure prompt approval for the final payment on the Easy Expenses system

Prospective and/or existing Employee

4.3. To make an initial application and any subsequent expenses in line with this policy
4.4. To understand and enter a relocation agreement whereby a proportion of expenses is repayable if they voluntarily leave employment within 2 years
4.5. To disclose any other source of relocation assistance, including that paid to any other member of their household. Failure to disclose the receipt of other relocation assistance would be viewed seriously by the Trust and may lead to disciplinary action
4.6. To produce original receipts/documentation as proof of the actual expenses connected with their move, including proof of sale and purchase of a property.
4.7. To raise the agreed sum expense claim on the Easy Expenses system
4.8. Inform their manager and the Trust should circumstances change, for example no longer selling their original property, as this can affect their eligibility for relocation expenses and may result in a variation to the agreement

Executive Directors

4.9. To ensure managers within their remit are aware of their responsibilities under this Policy

Head of Employee Services

4.10. To review all applications in the first instance to ensure they fall within the guidelines of this policy
4.11. To support managers and prospective employees with completing appropriate documentation
4.12. To issue confirmation of expenses and draft a relocation agreement

Clinical Director, General Manager and Head of Nursing

4.13. To evaluate the business benefits of any initial application and authorise only those that contribute to the Trust's Key Strategic Objectives
4.14. To ensure a consistent and equitable approach and interpretation of this policy and eligibility is taken, paying particular attention to equality impact areas
4.15. To approve final Easy Expense claim in a timely manner

5. Financial arrangements

5.1. A maximum expenditure limit of £5,000 may be granted to cover eligible claims detailed in Section 5 of this Policy. The Head of Employee Services will consider the initial application from the prospective employee and decide the ceiling in each case. The nature of the relocation and receipt of any other relocation assistance by the prospective employee (and/or by another member of the household) will affect the amount granted by the Trust
5.2. Authorisation should be agreed prior to finalising the offer to the successful applicant and the amount confirmed in the associated letter found on Qnet, which should be sent to the applicant by the Head of Employee Services.
5.3. Relocation expenses will be funded from the budget where the new or existing employee will be or does work.
5.4. Reimbursement for new starters will not be made until the employee starts in post, and cannot be payable in advance.
5.5. Any expenses incurred before written confirmation has been received are incurred at the employee's risk and may not be reimbursed.
5.6. All expenditure must be supported by original receipts (with the exception of excess travel expenses).
5.7. Any employee receiving removal expenses will be required to sign an agreement to repay the amount of relocation expenses claimed, in full or in part, should they voluntarily leave the employment of QVH within a two-year period as set out in the table below.

Period within which the employee voluntarily leaves QVH	Percentage repayable by the employee
up to 12 months employment	100%
between 12 – 24 months	50%

6. Eligible claims

6.1. Cost of sale of your existing home (or of a proposed disposal which falls through), up to £2,500, such as: -

- Legal expenses connected with the disposal of the employee's interest in the former residence
- Any penalty for redeeming any mortgage
- Estate agent's or auctioneer's fees
- Costs of advertising

- Any continuing commitments whilst the house remains empty and on the market, at a reasonable price, following relocation to the new area (for example, council tax, water rates etc. but excluding mortgage payments) to a maximum of 12 months.

6.2. Costs of acquiring a new home (or of a proposed acquisition which falls through for reasons outside of your control, or where you have good reason to pull out), up to £4,000, including:
- Legal fees and services
- Loan arrangement costs and mortgage indemnity premiums
- Structural surveys and valuations
- Stamp Duty and Land Registry fees
- Connection fees for gas, electricity, water and telephone supplies.

6.3. Costs of moving household furniture and effects including for rental properties, up to £1,000 such as: -
- Packing and unpacking
- Temporary storage, if you do not move directly from the old residence to the new (up to a maximum of 3 months)
- Insurance specially taken out to cover goods in transit or in temporary storage
- Removing and refitting domestic goods
- Moving ordinary domestics pets

6.4. Travel and other costs including for rental properties, up to £2,000 for:
- Family visits to the new location
- Family travel when the actual house move takes place
- Excess travel and accommodation, if you have to commute (daily, weekly, etc.) temporarily to your new place of work (if you move to your new home after you move your job) or to your old place of work (if you move to your new home before you change jobs)
- Temporary accommodation provided for you at the new location if you leave your old home before you can occupy your new home to a maximum of three months.
- Travel between the old home and the temporary accommodation
- Reasonable costs of replacing domestic goods such as carpets, curtains and cookers because the goods used in your old home are unsuitable for installation in your new home, less any amount your received for the replaced goods up to 10% of the total allocation.

6.5. Claims must be made before the end of the UK tax year after the one in which the move took place

7. Appeals

7.1. If an employee feels that they have been treated unfairly in relation to relocation expenses provisions they may pursue this matter as a grievance in accordance with the Trust's Grievance Policy. This starts with informal discussion with the Appointing Manager in this instance, escalating to formal procedures if required.

8. Training and Awareness

8.1. This policy will be held on Qnet, the Trust Intranet, under Trust Policies and Procedures/ Human Resources.
8.2. Appointing Managers will be made aware of this policy through the Trust's Recruitment & Selection training that will be provided to ensure compliance.
8.3. (Prospective) employees will be made aware of their eligibility to be considered under this policy as part of job advertising and attraction methods.
8.4. Further information and support for both prospective and existing employees and their managers is available from the Head of Employee Services sarah.oliphant@nhs.net and Financial Services for Easy Expenses.

9. Equality

9.1. This policy and protocol has been equality due regard assessed in accordance with the Trust's Equality Due Regard Assessment Guidance. Completed assessments are available upon request from qvh.edra@nhs.net.

10. Freedom of Information

10.1. Any information that belongs to the Trust may be subject to disclosure under the Freedom of Information Act 2000. This act allows anyone, anywhere to ask for information held by the Trust to be disclosed (subject to limited exemptions). Further information is available in the Freedom of Information Act Trust Procedure which can be viewed on the Trust Intranet.

11. Review

11.1. This policy will be reviewed in 3 years' time. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance.

12. Discipline

12.1. Breaches of this policy will be investigated and may result in the matter being treated as a disciplinary offence under the Trust's Disciplinary Policy.

13. Monitoring Compliance with this Policy

Activity being monitored	Methodology to be used for monitoring	Responsibility for monitoring	Frequency of monitoring and reporting	Process for review and improvement
Equality through application process	Review of applications received to look at role, banding and monitoring information to ensure equality and fairness in application approvals	**Head of Employee Services**	Every 6 months	Widely publicise policy to ensure all staff are aware of

				being open to all

14. References

14.1. HMRC Guidance: https://www.gov.uk/expenses-and-benefits-relocation

14.2. Health Education England guidance: http://www.lpmde.ac.uk/training-programme/training-matters/relocation-and-excess-travel-claims/relocation

14.3. Easy Expenses System on Qnet - https://qnet.xqvh.nhs.uk/Teams/CorporateHR/Finance/e-expenses

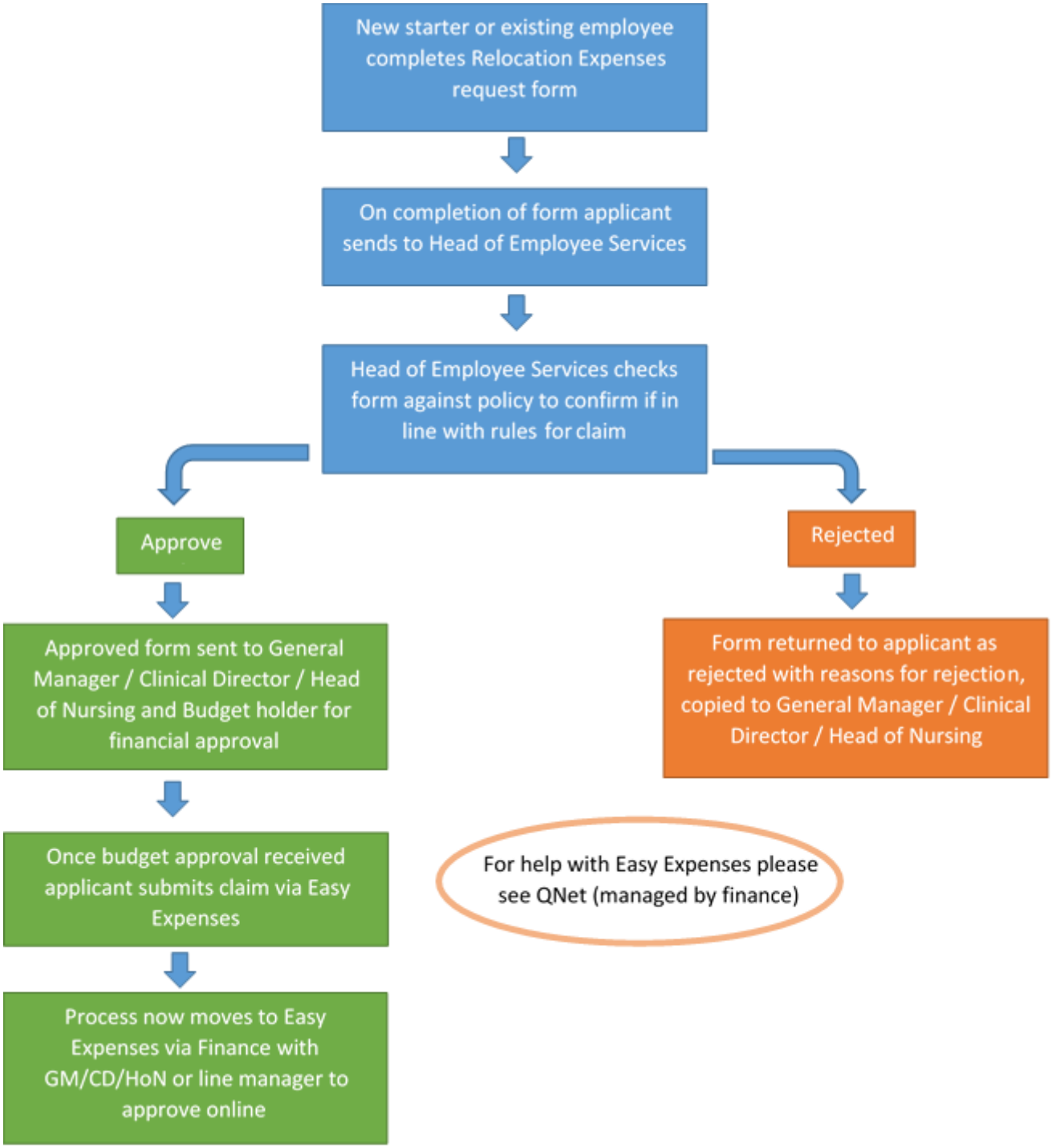
15. Links to documents

15.1 Process flow chart
15.2 Application Form
15.3 Claim approval letter

Appendix

Appendix A -Relocation application process
Appendix B -Relocation application form

Appendix A - Process for applying for Relocation expenses



Appendix B - Removal and Relocation expenses claim form

Part 1

Name of person applying	Click or tap here to enter text.
I am an existing employee at QVH ☐	I am going through recruitment at QVH ☐
Job title of existing or new role	Click or tap here to enter text.
Banding/Grade of existing or new role	Click or tap here to enter text.
Line Manager or Appointing Manager name	Click or tap here to enter text.

Please complete the following section in full, you will be required to provide evidence of existing and new address and a route planner exercise will be carried to determine that your application meets the required parameters.		
I am an existing home-owner and will be selling this residence	Yes ☐	No ☐
I will be purchasing a new home and will be listed as the home-owner	Yes ☐	No ☐
I request assistance in moving furniture and personal effects	Yes ☐	No ☐
I request assistance to relocated dependents (family, partner or other next of kin) to the new residence as I will not be a sole-occupier	Yes ☐	No ☐
I request assistance with temporary accommodation while I find a suitable property	Yes ☐	No ☐

Current property post code	enter text.	Proposed/new property post code	enter text.
Please tick to confirm you have read and understood all the following statements			
I confirm my intention to apply for assistance with relocation expenses actually and necessarily incurred by me in connection with my role (existing or new).			☐
I confirm that I will be seeking a new main residence within a **15 mile radius** (or 30 minutes travelling time) of Queen Victoria Hospital, RH19 3DZ			☐
I understand that if I leave the employment of the Trust within two years of receipt of this claim I am liable to repay a proportion of expenses in line with the Relocation Policy.			☐
I give my express authority for any such deduction to be made from my salary otherwise due to me if I leave within two years of receipt of this claim			☐
I confirm that I or other household members are not and will not be in receipt of payments from any other source in connection with removal or relocation expenses			☐
I understand that any attempt to fraudulently claim removal or relocation expenses may lead to an investigation by the local Counter Fraud Specialists.			☐
I understand that my employer will not deduct tax and National insurance from payments that qualify up to the maximum set by the HMRC in accordance with current tax rules.			☐
I accept any tax liabilities arising as my personal responsibility			☐
I understand at the time of moving I will be required to provide all receipts as detailed in the final claim form below			☐
I understand that if this claim is approved it is my responsibility to enter the information onto the Easy Expenses system			☐
Signature of person applying for expense claim			
Date form completed	Click or tap to enter a date.		

Please save this to your local files and then send this form to sarah.oliphant@nhs.net, Head of Employee Services for ratification and approval

For completion by Head of Employee Services		
Current property is >30 miles away from Trust in line with policy	Yes ☐	No ☐
New property is within <15 miles away in line from Trust with policy	Yes ☐	No ☐
Route planner checks carried out and embedded for existing and new	Yes ☐	No ☐
Existing route planner check	New route planner check	
Approved (forward form to GM / CD / HoN for budgetary approval and copy in line manager)	Yes ☐	No ☐
Amount approved to claim	£	
If not approved please give reasons (and return to applicant and line manager)		
Date of application review	Click or tap to enter a date.	
Signature of Head of Employee Services		

Clinical Director, General Manager or Head of Nursing Budgetary approval		
Approved (return form to applicant and line manager)	Yes ☒	No ☐
If not approved please give reasons (and return to applicant and line manager)		
Date of budgetary approval review	Click or tap to enter a date.	
Signature of person with budgetary approval		
Name of person with budgetary approval		
Job title of person with budgetary approval		

Please save to your local file and end back to claimant and their line manager

Part 2 (to be completed at the time of relocation by the original requester)

Please ensure all receipts you are claiming for are attached to this form at the time of submission			
Solicitors fess	☐	Estate agents fees	☐
Land Registry	☐	Stamp duty	☐
Survey	☐	Mortgage application fee	☐
Removal expenses	☐	Storage fee	☐
Rental property	☐	Visits to area	☐
Other (please list)			
Please total claim being made		£	

Please save to your local files and send form on to your Clinical Director / General Manager / Head of Nursing for final claim approval

For Clinical Director / General Manager / Head of Nursing to confirm approval and claim amount is no more than approved amount above.		
Date of budgetary and claim amount review	Click or tap to enter a date.	
Signature of person with budgetary approval		
Name of person with budgetary approval		
Job title of person with budgetary approval		
I confirm that the claimant can now raise this claim on Easy Expense and I understand it is my responsibility to approve the claim on line in accordance with finance	Yes ☐	No ☐
Approved (return form to applicant and line manager)	Yes ☐	No ☐
If not approved please give reasons (and return to applicant and line manager)		

Part 3 – CLAIMANT TO NOW RAISE ON EASY EXPENSES