



RELOCATION POLICY

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History of most recent Policy Changes – **Must be completed**

Date	Page	Change	Origin of Change (e.g. TU request, change in legislation etc)
28 June 2018	All	Maximum amount that can be claimed under this scheme increased from £6,000 to £8,000.	Human Resources
1 April 2012	4	Maximum amount that can be claimed under this scheme reduced from £8,000 to £6,000.	Full Council endorsement on 27 February 2012
30 March 2011	4	Para 4.3	Clarification of the level of authorisation required

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1. Aim of policy

- 1.1 The aim of the scheme is to provide financial recompense to eligible employees who need to move their main residence to take up an appointment with Bristol City Council.

2. Costs of applying the relocation policy

- 2.1 Application of the relocation policy is discretionary and considered on an individual basis. A manager is responsible for ensuring adequate funding is allocated to meet any expenditure arising from the application of this policy, as their service budget will meet all the costs associated with the relocation claim.

3. Applying the relocation policy

- 3.1 This policy applies where there is a proven difficulty in attracting and recruiting high calibre candidates in skill shortage or hard to fill roles. Authority to apply this policy when recruiting a full time, job share or part-time vacancy will be provided through the Resourcing Approval process when a manager seeks approval to fill a vacant post.
- 3.2 The policy does not apply to employees recruited on fixed term contracts of less than 2 years duration, and therefore such requests cannot claim relocation expenses.
- 3.3 The policy will only apply to employees in maintained schools where it has been adopted by the governing body.
- 3.4 The policy will only apply to employees taking up their first appointment with Bristol City Council, who when appointed:
- did not reside within a 40 mile radius of City Hall (diagram included in appendix)
 - commits to moving their main residence to within a 40 mile radius of City Hall
 - is moving their main residence, the scheme does not cover the purchase of a second property
- 3.5 Where an employee claims travel and lodging allowances on the basis that they intend to relocate and subsequently changes their mind, they will be responsible for any income tax and national insurance arising.

4. Claimable expenses

- 4.1 The following may be claimed, please note original receipts must be provided:
- Removal expenses (based on the lowest of three written quotations)
 - Storage and insurance expenses

- Professional fees incurred in the sale and purchase of a property for example estate agents, solicitors, search fees, valuation fees and mortgage indemnity insurance.
- Reasonable lodging expenses, where the claimant is still paying a mortgage or rent on their old residence outside of Bristol, whilst they are seeking permanent rented accommodation or a home to purchase.
- Travelling incurred whilst seeking new residence in Bristol area or for home to work mileage during that time up to £60 per week to a maximum of £3,000 (that is for no more than 50 weeks). Travel costs can be claimed at the Council's mileage rate or public transport costs
- Cost of replacement of domestic goods (for example curtains, cooker and carpets) that cannot be moved or adapted for the new home, less any amount received for the replaced goods.

4.2 The maximum amount that can be claimed under this scheme, will be restricted to £8,000 (inclusive of VAT).

4.3 Claims must be approved by:

- the manager in the employee's service area who is authorised to approve the expenditure
- Headteacher or Chair of Governors in the case of Headteacher being the claimant (applicable to schools)

5. How to make claims

5.1 The Council will only make payments to the claimant for expenditure that is supported with VAT receipts. Employees must submit completed claim forms with receipts attached. After verification of the claim payment will be made through payroll to the employee. [Claim forms are available on the Source](#).

6. Time limits

6.1 The Council will pay for expenses claimed by the end of the tax year following the one during which the employee started their new job. This time limit will apply to all claims whether or not tax or NI contributions are paid.

6.2 In certain circumstances, HMRC Commissioners may be able to extend the time limit by one or more complete tax years if it seems reasonable to do so. This power is delegated to HMRC Team Leaders and requires an application to them by the tax payer. The circumstances and possible extensions are:

- Where the relocation has been delayed because of difficulty in selling the old residence, the time limit may be extended by one year at a time.
- Where the relocation is delayed to allow the employee's child or children to complete exams (typically GCSEs and A levels). Courses can last up to two years; the time limit may be extended to 5 April following the completion of the examinations.

7. Repayment

7.1 If an employee leaves the Authority other than by death, redundancy or ill-health retirement then payments made under this scheme will be repaid on the following basis:

- Less than two years completed service - 100%
- Less than three years completed service - 50%

8. Notes

8.1 More detailed guidance on income tax and national insurance when an employer assists with the costs of moving house can be obtained by clicking on [HMRC guidance](#)

9. Appendix

9.1 Map detailing the 40 mile radius from City Hall, BS1 5TR:

