

## Removal Expenses Policy

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<b>Governance or Assurance Committee</b>	<b>Staff Governance Committee</b>
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<b>CONSULTATION AND DISTRIBUTION RECORD</b>	
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<b>CHANGE RECORD</b>			
<b>Date</b>	<b>Author</b>	<b>Change</b>	<b>Version No.</b>
26.05.16	Geraldine Reilly	Membership of JPF updates (stakeholders)	2
May `18	Deputy HRD	GDPR statement added into section 3 and updated name of Data Protection Act	2
April `19	Head of HR – Policy & Governance	Change of review date	2
April '22	Head of HR – P&G	Change review date, JPF membership, public website	3

## 1. **INTRODUCTION**

NHS Lanarkshire recognises that it will be essential for some employees to move home in order to take up an offer of employment. In these cases removal expenses will be reimbursed in accordance with the policy below.

This Policy does not apply to Junior Doctors where separate arrangements exist.

## 2. **AIM, PURPOSE AND OUTCOMES**

The application of this policy will ensure that staff who have to move home in order to take up an offer of employment are treated fairly and consistently. Assistance with removal expenses will be granted on appointment to employees where it is deemed necessary for the employee to move home to enable them to fulfil the duties of their new post. The arrangements proposed must be reasonable. Removal expenses are also payable to employees of NHS Lanarkshire who are required by their employer to change their place of residence for operational reasons. A reasonable arrangement is a move which is accepted as being required to enable the employee to undertake the duties of their post.

The decision that the individual is required to relocate will be the responsibility of the Clinical Director/Head of Department who should consult with the Director of Human Resources. Commitment should therefore not be given prior to this stage.

This decision will be made prior to an individual being appointed and will form part of the offer of appointment, except in the case of senior medical appointments where the discussions will take place after approval of the appointment is obtained.

## 3. **SCOPE**

The policy applies to all staff irrespective of age, sex, disability, ethnicity/race, marital or civil partnership status, sexual orientation, religion or belief, pregnancy or maternity or gender reassignment.

NHS Lanarkshire takes care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal health information secure, and confidential. In order to find out more about current data protection legislation and how we process your information, please visit the Data Protection Notice on our website at [www.nhslanarkshire.scot.nhs.uk](http://www.nhslanarkshire.scot.nhs.uk) or ask a member of staff for a copy of our Data Protection Notice.

### 3.1 **Who are the Stakeholders**

All directly employed staff of NHS Lanarkshire.

## 4. **PRINCIPAL CONTENT**

### **GENERAL CONDITIONS**

Expenses will be reimbursed only after the submission of the completed application form (**Appendix1**). All original receipts must be attached otherwise no payment will be made

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for that item. The applicant must certify that expenses claimed are not recoverable in full or in part from any other source (**Appendix 2 paragraph a**).

All employees who take up an appointment with NHS Lanarkshire will be required, as a condition of receiving payment of their removal expenses, to give a signed undertaking that they will remain in NHS Lanarkshire's employment for a period of two years or, where the appointment is for a fixed term of shorter duration, for the duration of that appointment (**Appendix 2 paragraph b**).

Where employees break the undertaking, they may be called upon to refund the whole or part of the expenses paid.

Subject to the following overall limits, and to the production of receipted accounts, reasonable expenses incurred under the headings detailed below may be reimbursed, to a value of up to 15% of starting salary or £8,000 whichever is less, except in exceptional circumstances. **Appendix 3** to this Policy sets out examples of exceptional circumstances which may be taken into account.

The decision as to whether a case for exceptional circumstances exists will be the responsibility of the appropriate General Manager (or Executive Director for Corporate Staff) and the Director of Human Resources. For an Executive Director the decision will be taken by the Remuneration Committee.

Requests for variations on the amounts detailed above must be considered as part of the overall request for removal expenses so that a decision can be taken on the total amount payable. Requests submitted after a decision has been taken on the payment of removal expenses, will not be considered.

### **ALLOWABLE EXPENSES**

Claims for expenses will only be paid under the following headings and subject to the maximum amount detailed above.

- (i) Expenses during search for accommodation to include:
  - Preliminary visit for self, spouse/partner and children
  - Return visit to supervise removal
- (ii) Move from old home to new home
  - Travelling expenses
  - Allowance during search for accommodation
  - Legal and other expenses for House Sale/Purchase
    - Solicitors fees (excluding interest)
    - Estate agents fees
    - House agents or Auctioneer's fees
    - Necessary short term rental
- (iii) Removal of furniture and effects – including insurance of goods in transit.

- (iv) Storage of furniture and effects.

The agreement must achieve good value for money and not raise questions of financial probity. Accordingly

- all expenditure must be supported by original receipts
- removal expenses will be paid on the basis of the lowest of three competitive tenders submitted
- tax issues will be a matter for the appointee
- claims for reimbursement must be made on the appropriate form.

Any cases of disagreement will be dealt with through NHS Lanarkshire's Grievance Procedure. When the disagreement relates to a Senior Manager or Executive Director the Remuneration Committee will be the final arbiter.

## **5. ROLES AND RESPONSIBILITIES**

Employees must

- Ensure they are familiar with the policy and procedures
- Comply with the policy
- Attend training as necessary

Managers must

- Ensure they communicate with staff about the policy
- Consistently implement the policy at their local level
- Keep accurate records

Staff Side Representatives must

- Support the principles and procedures in the policy
- Act in accordance with NHS Lanarkshire's Partnership Agreement
- Undertake training as appropriate

Human Resources Staff must

- Provide awareness training as appropriate
- Provide expert advice and support on the application of the policy
- Monitor and review the policy

## **6. RESOURCE IMPLICATIONS**

Cost of removal.

## **7. COMMUNICATION PLAN**

This policy will be launched using the weekly staff briefing and it will be available on Firstport.

This policy will also be discussed at the appropriate management team meetings and local partnership for a.

8. **QUALITY IMPROVEMENT – Monitoring and Review**

This policy will be reviewed every 3 years by the Joint Policy Forum

9. **EQUALITY AND DIVERSITY IMPACT ASSESSMENT**

This policy meets NHS Lanarkshire's EDIA



(tick box)

10. **SUMMARY**

See appendix 3

11. **REFERENCES**

- Joint Policy Forum minutes
- General Data Protection Regulations 2018

12. **APPENDICES**

- Appendix 1 – Authorisation of Removal Expenses
- Appendix 2 – Application of Removal Expenses
- Appendix 3 – Guidance Notes on Removal Expenses (Exceptional Circumstances)

<p><b>NHS LANARKSHIRE AUTHORISATION OF REMOVAL EXPENSES</b></p> <p>Applicants must ensure that ALL relevant original receipts are attached to this form and all appropriate parts are signed.</p>	
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SURNAME _____	FORENAME _____
PLACE OF APPOINTMENT _____	DATE OF APPOINTMENT _____
POST _____	DIRECTORATE _____
GRADE _____	HOSPITAL BASE _____

I confirm that I require to change my place of residence in order to undertake my duties for NHS Lanarkshire and that the undernoted expenses have been incurred. I understand that any tax issues arising from this claim are a matter for me and appropriate original receipts are attached.

ITEM	AMOUNT
TOTAL	£ _____

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

I certify that the above named is required to change his / her place of residence for operational reasons and that the claim for Removal Expenses is reasonable and in accordance with NHS Lanarkshire's Policy.

**Expenses Approved**

CLINICAL DIRECTOR / HEAD OF DEPARTMENT _____	DATE _____
GENERAL MANAGER / EXECUTIVE DIRECTOR* _____	DATE _____
HEAD OF PERSONNEL _____	DATE _____

<p><i>Form Submitted to Payroll Department and Copied to Director of Finance for information</i>  <b>(For Human Resources Department Use Only)</b></p>	
Signed _____	DATE _____

Expenses Approved – Executive Directors Only  
 Director of Human Resources on Behalf of the Remuneration Committee

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



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**NHS LANARKSHIRE**  
**APPLICATION FOR REMOVAL EXPENSES**  
**DECLARATION AND UNDERTAKING**

- a) I, ....., certify that the removal and associated expenses in respect of which I have requested reimbursement have been incurred by me. I also certify that these expenses are not recoverable in full, or in part, from any other source.
- b) I also undertake, as a condition of my receiving payment of removal expenses and associated expenses, that I will not leave the NHS Lanarkshire within a period of \* \_\_\_\_\_ unless foreseen circumstances occur which are serious enough to justify releasing me from this undertaking. I understand that, should I otherwise break this undertaking, I may be called upon to refund the whole or part of the expenses paid to me.
- c) I certify that this is my complete application for removal expenses and that no further claim will be submitted.

**SIGNED** : \_\_\_\_\_

**PRINT NAME** : \_\_\_\_\_

**DESIGNATION** : \_\_\_\_\_

**DATE** : \_\_\_\_\_

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**NOTE**

**This declaration and undertaking relates to all grades of staff**

**\* 24 months or length of my contract, whichever is the shorter**

## **Guidance Notes on Removal Expenses Exceptional Circumstances**

### **INTRODUCTION**

Paragraph 10 of NHS Lanarkshire's Policy on Removal Expenses allows the Policy to be varied in exceptional circumstances.

Except for Corporate Staff and Executive Directors the decision in relation to varying the Policy is devolved in accordance with the Divisional Director's Scheme of Delegation.

### **EXCEPTIONAL CIRCUMSTANCES**

The undernoted categories are a guide to when the policy maximum of £8000 might be varied.

#### ***Hard to Sell Properties***

When new employees are finding it difficult to sell an existing property and are unable to confirm a start date, consideration could be given to reimbursement of:

- ❑ return travel to the family home whilst property is being marketed;
- ❑ hotel costs incurred while the current property is being marketed;
- ❑ rental or part rental costs of a "larger" property within the hospital locale to accommodate a family while permanent residence is being sought;
- ❑ storage of furniture and effects for an extended period of time.

#### ***Moving From Remote Locations***

Assistance may be given when the location of an individual's property is remote or Island based and a limited number of companies are available to quote for a removal contract resulting in high costs for transportation, etc.

#### ***Recruiting to Shortage Area Vacancies***

Posts advertised under the 'Hard to Fill' criteria that have either been a long term vacancy or a temporary member of staff.

#### ***Recruiting from Overseas***

Assistance may be given to facilitate travel, transportation or related costs for individuals or families from outwith the United Kingdom.

### **SUMMARY**

The limit of £8,000 or 15 % of salary should be regarded as the norm. Variations therefore should only be made where circumstances are truly exceptional in line with the above guidance. Individuals should be made aware that any payment made over the £8000 maximum will be subject to tax.

Requests for variations must be considered as part of the overall request for removal expenses to enable a decision to be taken on the total amount payable. Requests under this Appendix submitted, after a decision has been taken on the payment of removal expenses, will not be considered.