

Assistance for Appointed Employee – Relocation and Allowances Scheme

Author	<i>Employee Relations</i>	Contact	<i>EmployeeRelationsTeam@northlan.gov.uk</i>
Owner	<i>Fiona Whittaker</i>	details	<i>whittakerf@northlan.gov.uk</i>

Date	<i>26/09/1996</i>	Version number		Document status	<i>Final</i>
-------------	-------------------	-----------------------	--	------------------------	--------------

Governance Committee		Date approved	
Review date			

Strategic Alignment

Improving the Council's Resource Base – A Workforce Strategy that is built around the needs of the Council (as a single resource base) to deliver the priority outcomes, ensuring future workforce requirements, new skills and innovative approaches, and succession planning are recognised.

Consultation process		
Stakeholders	Contacts identified for each service	
	<i>Joint Trade Unions</i>	
Distribution		

Change record

Date	<i>28/02/2019</i>	Author	<i>Employee Relations Team, EmployeeRelationsTeam@northlan.gov.uk</i>
Change made	<i>New format</i>		

CONTENTS

- 1.** Part A of the Scheme
- 2.** Part B of the Scheme
- 3.** Leaving the Service

Scheme of Relocation and Allowances

The Scheme applies to employees appointed by the Council and who require to move home of a distance in excess of 50 miles.

The move of home must take place within two years of appointment to the Council. The Scheme provides assistance in two ways:-

- (a) financial assistance with removal costs; advertising of sale of property; estate agent fees; and legal fees. The maximum amount payable under Section A of the Scheme is £5,000.
- (b) Assistance in finding new accommodation and, where necessary, a lodgings allowance; Part B of the Scheme.

1. Part A of the Scheme

1.1 Removal Expenses

This includes cost of removal of furniture and household goods from the old home to the new home and includes insurance of goods in transit and any necessary cost of storage. The Council will reimburse the cost of the lower of two tenders. The employee may opt to use the higher quoted company, but will be reimbursed at the lower quotation. The Council will grant up to three days leave of absence with pay to assist with the removal period.

1.2 Advertising, Estate Agents and Legal Fees

Within the maximum provision of Part A, the Council will assist with the cost of advertising, estate agents and legal fees. Detailed accounts should be submitted with your claim form.

2. Part B of the Scheme

2.1 Search for New Accommodation

The Council will grant up to three days paid leave to visit the new place of employment to find accommodation.

The Council will grant reimbursement of second class travel by public transport or 12.6p per mile if travelling by car to visit the new area.

Subsistence allowances will be paid to the employee and his/her spouse accompanying the employee.

The subsistence allowances are those set by the National Joint Council and these will be adjusted from time to time. The current allowances are:

Breakfast	£4.48
Lunch	£6.17
Tea	£2.43
Evening Meal	£7.64

Where overnight accommodation is required, actual expenditure reasonably incurred for one night will be paid and should be agreed following prior authorisation by the Executive Director.

2.2 Lodgings Allowance

The Council cannot undertake to provide temporary accommodation but will provide an allowance for an employee who is unable immediately to accommodate the family within reasonable distance of the new place of employment.

The allowance is:-

Evening meal and Bed and Breakfast for the first 8 weeks

Thereafter an allowance of £96.74 per week for a period not exceeding 31 weeks.

Should the employee not have found suitable accommodation at the end of this period, i.e. 39 weeks, the position will be reviewed by the Head of Human Resources.

3. Employees who voluntarily leave the service of the Council undertake to refund all or part of the financial assistance given on the following basis:-

100% refund to the Council if the employee leaves the service voluntarily within one year;

50% refund if leaving within one year - 18 months, and

25% refund if leaving within 18 months - two years.

The Council's Head of Human Resources will be pleased to advise new entrants on the provisions of the Scheme and enquiries can be made in this respect by phone on 01698 302215 or in writing at the Human Resources Division, Corporate Services, PO Box 14, Civic Centre, Motherwell.

NORTH LANARKSHIRE COUNCIL ASSISTANCE FOR APPOINTED EMPLOYEES
Claim for Assistance with Removal Expenses

(Please complete this claim form after studying the Guidance Notes) PART A

1. Please summarise two tenders for **REMOVAL EXPENSES:-**

	Company	Removal Cost
(a)		£ _____
(b)		£ _____

(Please attach company quotes)

2. ADVERTISING, ESTATE AGENCY AND LEGAL FEES

Please summarise:-

(a)	Costs of advertising sale of house	£ _____
(b)	Estate agent fees	£ _____
(c)	Legal fees	£ _____

(Please attach original accounts)

**THE SCHEME PROVIDES A MAXIMUM CLAIM FOR 1 AND 2 ABOVE OF
£5,000**

I confirm and accept the terms and conditions of the Scheme and confirm that should I voluntarily leave the service of North Lanarkshire Council within the period of two years from the date of commencement of employment with the Council I will refund:-

*100% if I leave within one year
50% if I leave within one year - 18 months
25% if I leave within 18 months - two years.*

Signed: _____

Date: _____

Post: _____

Employing Service: _____

Authorisation by Head of Human Resources:

_____ **Date:** _____

Confirmation by Executive Director:

_____ **Date:** _____

PART B

In addition to the provisions of Part A of the Scheme, the Council makes two separate allowances:-

- Search for new accommodation.
- Lodging Allowance.

1. Search for New Accommodation

(a) **Detail of Journey(s) Undertaken:-**

From _____ To _____

Date(s) _____

Number of dependants accompanying employee: _____

(b) **Allowances Claimed:- £**

Travel: Public transport (2nd class rail fare) _____

OR

Car mileage _____ miles at 12.6p per mile _____

(c) **Subsistence**

Meals _____ Overnight stay(s) _____

TOTAL ALLOWANCES CLAIMED: _____

2. Lodging Allowance

Address of temporary accommodation:

£

First 8 weeks: _____ days at £

Bed/Breakfast

Up to 31 weeks: _____ days at £

TOTAL ALLOWANCES CLAIMS

Please attach receipts

Signed: _____

Date: _____

Post: _____

Employing Service: _____

Authorisation by Head of Human Resources:

Date: _____

Confirmation by Executive Director:

Date: _____

TO: Executive Director of Finance and Customer Services Please arrange to pay the above named employee:-

£ _____ in terms of PART A of the Scheme.

£ _____ in terms of PART B of the Scheme.

Signed: _____ **Head of Human Resources**

Date: _____

Expenditure Code: _____