



Removal and associated expenses policy

Lead executive	Director of Nursing Therapies Patient Partnership	
Author and contact number	Head of HR – 01244 852301	

Type of document	Policy	
Target audience	All CWP staff	
Document purpose	To set out eligibility and entitlement in relation to removal expenses.	

Document consultation	CNPC and LNC	
Approving meeting	Workforce and OD Sub Committee	20-Jun-11
Ratification	Document Quality Group (DQG)	16-Mar-12
Original issue date	Apr-03	
Implementation date	Mar-12	

CWP documents to be read in conjunction with	HR6 HR2.1	Trust-wide learning and development requirements including the training needs analysis (TNA) Recruitment and selection policy.
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Training requirements	There are no specific training requirements for this document.
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Financial resource implications	Yes - Upper limit £8,000.
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Equality Impact Assessment (EIA)

Initial assessment	Yes/No	Comments
Does this document affect one group less or more favourably than another on the basis of:		
<ul style="list-style-type: none"> • Race • Ethnic origins (including gypsies and travellers) • Nationality • Gender • Culture • Religion or belief • Sexual orientation including lesbian, gay and bisexual people • Age • Disability - learning disabilities, physical disability, sensory impairment and mental health problems 	No No No No No No No No No	
Is there any evidence that some groups are affected differently?	No	
If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable? N/A		
Is the impact of the document likely to be negative?	No	
<ul style="list-style-type: none"> • If so can the impact be avoided? • What alternatives are there to achieving the document without the impact? • Can we reduce the impact by taking different action? 	N/A N/A N/A	
Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted.		

If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact.

For advice in respect of answering the above questions, please contact the human resource department.

Was a full impact assessment required?	No	
What is the level of impact?	Low	

Monitoring compliance with the processes outlined within this document

Is this document linked to the NHS litigation authority (NHSLA) risk management standards assessment?	No NB - The standards in bold above are those standards which are assessed at the level 2 and 3 NHSLA accreditation.
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Who is responsible for undertaking the monitoring?	Head of HR
How are they going to monitor the document?	Staff and manager feed back.
What are they going to monitor within the document?	Fairness of application.
Where will the results be reviewed?	Workforce & Organisation Development Sub Committee.
When will this be monitored and how often?	As and when required.
If deficiencies are identified how will these be dealt with?	It will prompt a review of the policy.
Who and where will the findings be communicated to?	Workforce & Organisation Development Sub Committee
How does learning occur?	via feedback from managers and staff.
How are the board of directors assured?	Through reports from Workforce & Organisation Development Sub Committee

Document change history

Changes made with rationale and impact on practice
1. Addition of section on duties and responsibilities and slight modification to the application form.

External references

References
1.

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1. Introduction

Removal expenses will normally only be payable where an appointment is made to a difficult to fill post. Such expenses will be solely at the discretion of the Trust and there is no automatic right to receive removal expenses.

The employee will complete an application for removal expenses form (see [appendix 1](#)).

General Managers, in consultation with an executive director and, where necessary, the Deputy Director of Finance must determine the scope and level of financial assistance to be provided to the prospective employee, **prior to the post being accepted**. In all cases the Deputy Director of Finance should be notified of the agreed level at the earliest opportunity.

Where removal expenses are to be paid to an Executive Director, the Remuneration Committee will determine the scope and level of financial assistance.

Where an employee is relocating with a partner who may be receiving assistance with removal expenses, this will be taken into account when determining the overall scope of the package.

Any costs associated with payment of removal expenses will normally be charged to the relevant service line budget.

The Trust normally considers a move of less than 40 miles unnecessary for the purpose of relocation, unless there is a contractual commitment to reside within a specific distance from the new base.

Where relocation is considered necessary, the employee will normally be expected to reside within 15 miles of the new base.

The Trust will not normally provide assistance with removal expenses to an employee occupying a temporary post or on a secondment.

The employee will be expected to arrange their removal as quickly as may be reasonably practicable and this must be within a period of two years from the date of commencement. However where there is a need to defer removal, this must be agreed with the employee's manager.

2. Expenses payable

Removal expenses may be payable up to a limit of £8000, this amount should not be regarded as an entitlement, as each case will be considered on an individual basis as part of the employee's overall remuneration package. In exceptional circumstances, the Chief Executive in consultation with the Director of Finance may at his / her discretion agree a higher limit, in any case where it is considered appropriate to do so. This will be reported to the Remuneration Committee. Employees will be taxed on any amount above £8,000.

Having agreed the financial extent of the removal expenses package, the following components may form part of the overall agreed package, receipts will be required:

- Removal of furniture and effects including insurance of goods in transit (the lowest of three quotations will be accepted for payment);
- Storage of furniture and effects for three months;
- Legal fees, expenses on house purchase and any unsuccessful bona fide attempt to purchase;
- Estate agent fee or auctioneer fees incurred as a result of house sale;
- One preliminary visit by the employee for up to four nights;
- The journey from the old home to the new home;
- The return visit to supervise removal;
- Continuing commitments allowance;
- Any other relevant miscellaneous removal expenses.

3. Comparable valuation

The Trust, may undertake, at its expense, a comparable valuation between the employee's existing property and the proposed purchase.

4. Loan arrangements

The Trust will not normally enter into any loan arrangements or provide any advance of salary to assist with removal and associated expenses.

However where there are exceptional circumstances the employee may request the Trust to consider their application for additional financial assistance via a loan facility. Such a request must be submitted in writing to the Chief Executive and will be subject to the approval of the Remuneration Committee. Their decision on the matter will be final and there will be no right of appeal.

5. Other conditions

An employee receiving removal expenses will be required to sign a written undertaking to remain in the employment of the Trust for at least two years. This undertaking is included with the application for removal expenses form.

If the employee leaves within two years, the Trust will require the employee to repay a proportion of the removal expenses granted. This will be flagged via the Electronic Staff Record (ESR) and picked up by the Head of Human Resources.

6. Duties and responsibilities

6.1 Executive Directors

- Will ensure that this policy is applied fairly and reasonably;
- Authorise the level of reimbursement identified by the General Manager.

6.2 Senior Managers

- Will ensure that this policy is applied fairly and reasonably;
- Will agree the level of reimbursement to be offered to the employee;
- Inform the Deputy Director of Finance that an application has been submitted and provide the necessary details.

6.3 Employees

- Are expected to adhere to the policy and only claim those expenses which are necessarily incurred;
- Provide evidence of expenditure when claiming reimbursement.

6.4 Human Resources

- Provide advise on the application of the policy;
- Process applications and ensure that appropriate documentation is provided to Payroll;
- To periodically review and up date the policy as required.

6.5 Staff side

- Will be consulted during the course of any review of the policy and accorded the opportunity to comment on the review.

Appendix 1 - Application for removal expenses

PART 1 - To be completed by applicant

With reference to your claim for removal expenses, will you please complete the following form and return it with the “undertaking” – both duly signed:

Name of applicant	
Present address	

Details of previous appointment	
Name and address of previous employer	
Position held and grade	
Salary at date of leaving	
Date employment terminated	
Were removal expenses paid to you by your last employer?	
Was any refund required?	
Have you made a refund?	

Details of present employment	
Service line / department / team	
Details of present position and grade	
Date of commencement	
Salary (including any premia)	

Details of previous accommodation	
Furnished or unfurnished	
Rented or owner occupied	
Flat or house	
Permanent	
Were you the householder?	
Date of occupation	

Temporary accommodation whilst looking for permanent residence	
Flat or house	
Rented, furnished or unfurnished	
Dates of occupation	
Are you actively searching for new permanent accommodation	

If so, please state type of accommodation being sought (e.g. rented / owned, furnished/unfurnished, house or flat etc)	
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New permanent accommodation	
Furnished or unfurnished	
Rented or owner occupied	
Flat or house	
Will you be the householder	
Date of occupation	

Are you or will you receive any financial help towards removal expenses from any other source (e.g. partner's employer)?	
If yes, please provide full details	

I certify that to the best of my knowledge and belief the above particulars are correct.

Signature		Date	
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PART 2 - To be completed by applicant

Removal expenses – form of undertaking

Name	
Appointment of	
Effect date of appointment	

In consideration of the Cheshire and Wirral Partnership NHS Foundation Trust agreeing to pay me removal expenses on taking up the above appointment, I hereby agree that I will not leave this appointment within the period of two years, unless the further move to other employment is arranged by the Trust, and is judged to be in accordance with the needs of the service.

I understand that in the event of my breaking this undertaking I will be called upon to refund such expenses on a pro-rata basis.

Signature		Date	
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PART 3 – To be completed by general manager / head of service

I approve payment of reasonable removal and associated expenses up to a limit of £ . I confirm that approval has been obtained from (Name) _____ executive director.

Signature		Date	
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Note: Please attach evidence of authorisation from Executive Director to this application.

Please return to: Head of HR, Human Resources Department, Chester Gates Business Park, Unit a Telford Court, Dunkirk Lea, Chester, CH1 6LT.