

RELOCATION SCHEME TO NORTHAMPTON

RELOCATION SCHEME

The following scheme will apply to all persons living 50 miles or more, or more than one hour commuting each way from home to office from the Authority's central Guildhall offices, who accept a permanent appointment with Northampton Borough Council.

The scheme is designed to assist a new employee with his/her expenses when taking up a permanent appointment with Northampton Borough Council and moving home to within a reasonable travelling distance of their office. Please note that there are limits set on the amounts that can be paid.

Claim Forms

Please contact Human Resources if you require a claim form for relocation.

Entitlement

Prior to any claim being processed, the claimant's eligibility should be ascertained. Reference to relocation payments is usually made in the employee's letter of appointment and this letter should be checked to ensure that the employee concerned is eligible.

The claimant must demonstrate the intention to:

- i) Sell his/her existing property and purchase a new property within a reasonable travelling distance from their office or (normally within 10 miles of the Borough boundary)
- ii) Move from rented accommodation and purchase a new property within a reasonable travelling distance from their office (normally within 10 miles of the Borough boundary)
- iii) Move from rented accommodation to rented accommodation within a reasonable travelling distance from their office.

There is a right of appeal to the Chief Executive for other cases to be considered in exceptional domestic circumstances.

Agreement to Conditions

Prior to making the first payment, the employee must confirm in writing that he/she is aware of the conditions of the scheme, particularly those relating to the repayment of allowances should the employee leave within two years of commencing.

Removal Expenses

- i) The employee can claim only once for assistance for removal expenses. This request must be submitted to the Head of Human Resources within six

months of taking up appointment to live within an area 10 miles from the place of employment.

- ii) Expenses of removing household effects to the new home or place of storage must amount to the lowest of three written quotations (providing that the employee is moving within the United Kingdom). Removal expenses should be claimed by the submission of three written quotations and receipted accounts.
- iii) One removal only is allowed in each relocation unless goods are placed in storage when the move to and from store is allowed together with the storage charge.
- iv) Cost of storing household effects for a period not exceeding 26 weeks. These expenses should be claimed by the submission of three written quotations and receipted accounts.

Replacement of Domestic Goods

This allowance is intended to cover the replacement of domestic goods (Carpets, curtains, white goods) which are unsuitable for use at the new residence. The maximum payable is £1000. Receipts must be provided.

Legal Costs/Fees

These are also paid on production of receipted accounts. Copies of the accounts should be retained. Be aware that some solicitors produce a "Completion Statement" and it will be necessary to extract the information required from the statement.

Eligible expenses under this heading are:

- Selling and/or buying a house
- Solicitors conveyancing fees and Disbursements
- Estate Agents Commission
- Stamp Duty
- Survey Fees

Legal expenses should be claimed by the submission of three written quotations and receipted amounts.

Temporary Accommodation Allowances

This allowance is paid for a maximum period of 26 weeks from the date of commencement of employment to cover temporary accommodation in hotels, bed and breakfast or temporary accommodation. In the latter case this may include the cost of utilities up to the weekly amount.

A ceiling of £185 per week will be operated on these claims on production of relevant invoices / receipts

Temporary Travelling Allowances

This allowance is paid for a maximum period of 26 weeks from the date of commencement of employment. Where, instead of living in lodgings, an employee chooses to travel daily between Northampton and his/her distant home, and can do so without detriment to the performance of his/her duties, a travel allowance may be claimed.

The employee must intend to move home to live within a ten miles of the Borough boundary and will be paid a mileage allowance equivalent to the lowest mileage rate to and from the distant home, providing that the distance between home and work is a reasonable commuting distance (normally up to one hour each way).

Invoices

Invoices can be paid direct on request.

Time Limits

In relation to all time limits quoted within this scheme extensions can be granted for periods up to twelve months in total in exceptional circumstances. This extension must be approved by the Chief Executive.

Conditions of Service

- i) The scheme is only applicable to appointees from the United Kingdom and Ireland. Financial assistance outside this area will be referred to Personnel Sub-Committee.
- ii) The scheme applies to all persons living 50 miles or more, or more than one hours commuting distance from the Authority's central Guildhall offices who accept a permanent appointment with Northampton Borough Council.
- iii) Should an employee leave the Authority or be dismissed (except for redundancy):
 - a) When an employee leaves within two years of appointment, they are required to repay the allowances at the rate of 1/24th of the total paid for each complete month by which their service falls short of the two years (rounded up).
- iv) Where it is stated that three written quotations are required, payment is made for the lowest of the three quotes. Receipts must be produced by the employee.
- v) The maximum payable in total would be £8,000.