



RELOCATION POLICY

Version Date: FEBRUARY 2022

Review Date: MARCH 2025

1. Introduction

- 1.1 North East Scotland College recognises that to recruit and retain high quality employees across the organisation it is necessary to have a competitive relocation scheme. The purpose of the scheme is to compensate employees for reasonable expenses directly incurred as a result of a change in their primary residence. The change must be wholly or mainly to bring their residence within a reasonable travelling distance of the place where they will normally perform their work.

2. Scope

- 2.1 This scheme only applies to specific permanent posts as pre-determined by the College. The recruitment information will indicate if a post attracts a relocation payment.

3. Eligibility

- 3.1 If a post is believed to be eligible for a relocation allowance, this must be stated in the business case for the vacant post, which must have signed approval from the Senior Executive Team before the post will be advertised.
- 3.2 If it is identified during the interview process that the best candidate will need to relocate but the need for the allowance had not been previously identified then approval can be sought at this stage prior to the offer being made.
- 3.3 Once approval has been given and an appointment has been made, the appointee must meet the following criteria:
- The new employee is moving home from outside the Aberdeen/shire area to take up employment with the College
 - Any claim should normally be made within the first 12 months of taking up employment. This may be extended to 18 months if the appointee is able to provide evidence of delays beyond their control
 - The costs are paid before the end of the tax year after the one in which the move took place
 - Allowances are not payable to an employee whose spouse; partner or other person normally residing with them is receiving or has received relocation assistance from the College. These provisions will normally only apply to positions with an annual salary in excess of £35,000

4. Procedure

- 4.1 A senior member of the People Services Team will arrange to meet with the eligible appointee prior to commencement of employment to explain the Relocation Procedure. The total amount the individual is eligible to claim will then be confirmed in writing.
- 4.2 Once the appointee has received confirmation from the People Services Department they must pay for all relocation expenses direct and claim for the costs of these when they have received a VAT receipt. The claim form is available on COLIN and is called 'Relocation Expenses Claim Form'.
- 4.3 The College requires the appointee to obtain three quotes for any removal companies that are used and the College will reimburse at the level of the cheapest quote. If the appointee chooses to use a more expensive provider the difference in cost will not be reimbursed.
- 4.4 Request for payment should be submitted to People Services. Expenses will only be payable where prior written permission to incur relocation expenses has been given and on production of original VAT receipts proving expenditure has been incurred and also upon production of the additional quotes obtained.

5. Allowances

- 5.1 The type of contract appointed to will determine the relocation package for which the appointee is eligible.

5.2 Relocation Packages

5.2.1 Principal and Senior Executive Team Appointments

- Relocation and removal costs up to a maximum of £8,000

Please note that this package is subject to approval from the Board of Management

5.2.2 All other appointments

All other relocation packages are subject to the agreement of the Senior Executive Team.

- Relocation from within the UK: Relocation and removal costs of up to £5,000

- Relocation from outside the UK: Relocation and removal costs of up to £6,000 plus any travelling costs that are eligible for tax relief.

Please Note: Any payments in excess of £8,000 would have to be declared by the College to HMRC and would be subject to tax.

6. Qualifying Expenses

- 6.1 Relocation expenses will only be reimbursed to cover costs in full or up to the maximum allowance as outlined in section 5.0
- 6.2 Relocation costs are defined as those necessarily incurred in the relocation of a member of staff's home and may include the following:

Disposal or intended disposal of old residence, for example:

- Solicitors fees for house sale and/or purchase
- Advertising
- Disconnection of electricity, gas, water or phone services

Acquisition or intended acquisition of new residence, for example:

- Legal expenses and services connected with acquisition
- Land registration fees
- Survey of the property

Transporting belongings, for example:

- Packing and unpacking belongings
- Temporary storage

Travelling and subsistence, for example:

- Preliminary visits to the new location
- Travelling between the new home and old work location
- Temporary living accommodation.

Domestic goods for new residence, for example:

- Any domestic goods intended to replace items used at the old home which are not suitable for use in the new home.

- 6.3 Reimbursement will be made on submission of receipted payments to the People Services Department. Any expenditure claimed must be essential to the member of staff's relocation.

7. Non – Qualifying expenses

- 7.1 There are some expenses that cannot be claimed as they are subject to tax. A few examples of these are:

- Council tax bills
- Redirection of mail
- Financial advice
- Penalties for giving insufficient notice of a child's withdrawal from school

Further information can be found on the HMRC website.

8. Termination of Employment

- 8.1 In the event of the recipient's resignation or termination of the contract of employment the recipient will be required to repay relocation expenses in accordance with the repayment scale below:

- Within 1 year – Full amount to be repaid
- 12-18 months – 50% to be repaid
- 18 months – 2 years – 25% to be repaid

Where repayment is required the method, amount and frequency of payments (if paid in instalments) will be agreed with the member of staff.

- 8.2 Members of staff who are dismissed from the service of the College through no fault of their own within two years of commencing employment for reasons of redundancy or ill health will not be required to repay relocation expenses.
- 8.3 Any attempt to defraud the College under this scheme will be treated as gross misconduct and may lead to dismissal. The full amount claimed may have to be repaid to the College.

9. Further Advice

Please contact the People Services Department for further information.

Status:	Approved	Summary of changes
Approved by:	ET – May 2022	Section 4.1 "It will then be confirmed in writing the total amount the individual is eligible for" was changed to "The total amount the individual is eligible for will be confirmed in writing"
Date of version:	February 2022	
Date of Consultation:	May 2022 (EIS & UNISON)	
Responsibility for Policy:	Director of People Services	
Responsibility for Review:	Director of People Services	
Review date:	March 2025	Section 4.2 Name of form updated to reflect the name of the form currently on COLin
DPIA date:	February 2022	
EIA date:	February 2022	
		Section 5.2.2 Section in relation to Expenses if moving from the EU deleted, in view of Brexit Wording changed from "Relocation from outside the EU" to "Relocation from outside the UK, to reflect Brexit EIA updated to reflect that this policy could disproportionately negatively impact upon women, as the threshold to receive relocation expenses is £35K+

DATA PROTECTION IMPACT ASSESSMENT (DPIA)

1. Does the activity that this policy or procedure relates to use personal data in any way? (Use may refer to collecting and gathering; storing electronically; storing by paper; sharing with other parties (internal or external to college); use of images as well as written information; retaining and archiving; or erasing, deleting and destroying)	No
2. Does the activity that this policy or procedure relates to use special category personal data in any way? (Special category data is data about: race; ethnic origin; politics; religion; trade union membership; genetics; biometrics (where used for ID purposes); health; sex life; or sexual orientation)	<u>No</u>
3. Does the activity that this policy or procedure relates to involve the use of social media or a third-party system?	<u>No</u>

If the answer is 'yes' to one or more of the above questions, the Data Protection Officer must be consulted.

Date of DPO consultation:	10/02/22
Description of outcome and actions required (if any): Record of processing added to RoPA. No further action required	
DPIA screening/full DPIA required:	<u>No</u>

EQUALITY IMPACT ASSESSEMENT (EIA)

Part 1. Background Information

Title of Policy:	Relocation Policy
Person Responsible:	Director of People Services
Date of Assessment:	February 2022
What are the aims of the Policy?	<p>The aims of the Relocation Policy is to:</p> <ul style="list-style-type: none"> • Helping with the costs of moving home • Providing assistance to aid the temporary disruption to normal home life • Providing a relocation package that is fair and equitable • Providing a relocation package that uses public funds appropriately <p>Please see section 1 of the Relocation Policy for further information.</p>
Who will this Policy impact upon?	The Policy applies to all newly appointed staff to NESCol who meet the qualifying criteria.

Part 2. Public Sector Equality Duty Comparison

(Consider the proposed action against each element of the PSED and describe potential impact, which may be positive, neutral or negative. Provide details of evidence.)

Need	Impact	Evidence
Eliminating unlawful discrimination, harassment and victimisation	<ul style="list-style-type: none"> • The Relocation Policy is consistent in its approach to relocation expenses for all staff who meet the eligible criteria • However, this policy may disproportionately negatively impact upon women, as the threshold to receive relocation expenses is £35K+ 	Consulted with LJNC. Government Regulations
Advancing Equality of Opportunity	<ul style="list-style-type: none"> • All information is on the Intranet – arrangements need to be in place for staff unable to use these 	Consulted with LJNC.

	medium –e.g. visually impaired.	
Promoting good relations	<ul style="list-style-type: none"> The Relocation Policy provides the College with a framework for the management of relocation expense. The policy will assist in promoting the organisation as an employer of choice and to remain competitive within the recruitment market. 	Consulted with LJNC.

Part 3. Action & Outcome (Following initial assessment, describe any action that will be taken to address impact detected)

Assistance will be given by People Services and Management for any reasonable adjustments in applying this Policy.

In relation to any specific concerns that employees raise about the application of this Policy will be investigated and appropriate action taken.

Sign-off *	
Name:	Elaine Reid
Position:	Senior HR Business Partner
Date of original EIA:	May 2016
Date EIA last reviewed:	February 2022

**Please note that an electronic sign-off is sufficient*