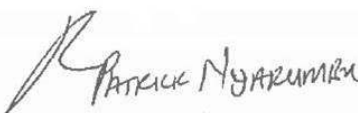




# Removals and Relocation Assistance Policy and Procedure

|  |  |                        |
|--|--|------------------------|
| <b>Policy number and category</b>                        | <b>HR 39</b>   | <b>Human Resources</b> |
| <b>Version number and date</b>                           | <b>2</b>   | <b>April 2024</b>      |
| <b>Ratifying committee or executive director</b>         | <b>Transforming our Culture &amp; Staff Experience Sub Committee</b>                 |                        |
| <b>Date ratified</b>                                     | <b>June 2024</b>   |                        |
| <b>Next anticipated review</b>                           | <b>June 2027</b>   |                        |
| <b>Executive director</b>                                | <b>Director of Strategy, People &amp; Partnerships</b>                               |                        |
| <b>Policy lead</b>                                       | <b>Senior People Partner (Medical Workforce)</b>                                     |                        |
| <b>Policy author (if different from above)</b>           | <b>As Above</b>  |                        |
| <b>Exec Sign off Signature (electronic)</b>              |  |                        |
| <b>Disclosable under Freedom of Information Act 2000</b> | <b>Yes</b>   |                        |

## Policy context

This policy has been developed to provide financial assistance for newly recruited staff who are required to relocate their homes to take up a new appointment within the Trust. Financial support may be provided towards the cost of relocation, not necessarily full reimbursement of the actual expenditure incurred.

## Policy requirement (see Section 2)

The purpose of this Policy is to ensure that eligible employees understand the conditions and limits of any assistance with relocation and removal expenses. It also aims to ensure there is consistent application between eligible employees and provides a clear record of approved expenses for audit purposes.

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# 1 INTRODUCTION

## 1.1 Rationale (Why)

- 1.1.1 This policy has been developed to provide financial assistance for newly recruited staff who are required to relocate their homes to take up a new appointment within the Trust. Financial support may be provided towards the cost of relocation, not necessarily full reimbursement of the actual expenditure incurred.
- 1.1.2 The policy supports the Trust's People Strategic Priority – Creating the best place to work and ensuring we have a workforce with the right values, skills, diversity and experience to meet the evolving needs of our service users.

## 1.2 Scope (Where, When, Who)

- 1.2.1 The policy applies to all staff appointed to key positions within the Trust. Key positions are likely to be either senior posts or those that are hard to fill (see glossary in section 8 for further definition). The exception is for Postgraduate Doctors in Training who shall have access to the Health Education England national policy for Doctors in Training. Employees appointed to Bank only posts are not eligible for expenses under this Policy.
- 1.2.2 The policy is principally intended for new staff joining the Trust. It will not normally be offered to existing staff who move between appointments within the Trust.
- 1.2.3 The policy reflects the Terms and Conditions (TCS) for Consultants (England) 2003. TCS for other medical grades and Agenda for Change staff are silent in regard to relocation expenses.

## 1.3 Principles (Beliefs)

- 1.3.1 The Trust positively supports individuals with learning disabilities and ensures that no-one is prevented from accessing the full range of mental health services available. Staff will work collaboratively with colleagues from learning disabilities services and other organisations, in order to ensure that service users and carers have a positive episode of care whilst in our services. Information is shared appropriately in order to support this.
- 1.3.2 Our values of compassion, inclusion and commitment describe our core ethics and principles. They guide our culture and are underpinned by our everyday behaviours.



1.3.3 The Trust is committed to the principles of equal opportunities in employment for all. This policy will be applied equitably and fairly and aims to ensure that no employee receives less favourable treatment on the grounds of age, gender, ethnicity, religion or belief, disability, marriage or civil partnership, pregnancy or maternity, sexual orientation, transgender or gender reassignment.

## **2 POLICY (What)**

2.1 The purpose of this Policy is to ensure that eligible employees understand the conditions and limits of any assistance with relocation and removal expenses. It also aims to ensure there is consistent application between eligible employees and provides a clear record of approved expenses for audit purposes

## **3 PROCEDURE**

### **3.1 Key Principles**

3.1.1 The decision to offer assistance towards relocation expenses should be made by the appointing / budget manager and relate to the employee filling a key position or hard to fill post.

3.1.2 An employee must not financially profit from relocation assistance. The expenses to be reimbursed must be necessary and unavoidable and, where appropriate, limited to costs of broadly comparable accommodation.

3.1.3 Reimbursement of expenses will only be made against receipted expenses.

3.1.4 Employees may claim for one move only. The exception to this is where an employee moves to temporary accommodation prior to a move to permanent accommodation, the employee may claim for expenses incurred in the second move, but only within the overall limit of relocation assistance that has been agreed.

3.1.5 Relocation expenses should not be recoverable from any other source, including where a partner is separately eligible to claim relocation expenses. If relocation expenses are recoverable from another source, the Trust may still offer some assistance, but only so that the combined total assistance does not exceed the maximum eligible allowances.

3.1.6 If, in very exceptional circumstances, a Director/Clinical Director believes it is necessary to offer financial assistance in excess of the limits stated in 3.3 a written application for approval must be made to the Trust Board Remuneration Committee detailing the reasons for the request and the amount requested. If such a request is approved, the employee will undertake to accept sole responsibility for any personal taxation liability.

3.1.7 Relocation expenses will be payable from the department budget of the employee's Directorate.

3.1.8 Notwithstanding 3.4.1, relocation expenses should be claimed before the end of the tax year following that in which an employee starts their new post. Any claims made after this HMRC time limit will not qualify for tax relief and the employee will be personally liable for any personal taxation liability.

Example 1 Employee commences 01/04/23, within tax year 2022/23.  
Claim to be made no later than 06/04/24

Example 2 Employee commences 01/06/23, within tax year 2023/24.  
Claim to be made no later than 06/04/25

3.1.9 Employees are solely responsible for any personal taxation liability arising from the reimbursement of relocation expenses.

3.1.10 Employees appointed to permanent contracts will normally be expected to remain in Trust employment for a minimum period of 2 years, otherwise they will be liable to repay expenses reimbursed at the rate of 1/24<sup>th</sup> for each full month short of the 24-month period.

3.1.11 Employees appointed to a fixed term contract will normally be expected to remain in Trust employment for the duration of the contract, otherwise they will be liable to repay a pro rata amount of expenses reimbursed.

Example Employee appointed to a 12-month contract will be liable to repay expenses reimbursed at the rate of 1/12<sup>th</sup> for each full month short of the 12-month period.

3.1.12 Relocation assistance will not normally be repayable by the employee where employment is terminated by the Trust unless this is due to gross misconduct.

3.1.13 The conditions set out in this policy are subject to periodic review to ensure ongoing compliance with HMRC regulations.

## **3.2 Eligibility**

3.2.1 Relocation of the employee's home is necessary because they currently live beyond a reasonable daily travelling distance from their main place of work. As a guide this is likely to be beyond 30 miles and or a 1.5 hour commute from the main place of work.

3.2.2 The new accommodation must be within 30 miles of the main place of work and within an hour and a half commute.

3.2.3 Appendix 2 details the Criteria for Eligibility for Financial Support towards Relocation Expenses and the expenses that may be payable.

## **3.3 Relocation Assistance – Maximum Limits**

3.3.1 The maximum level of assistance that can be offered under this policy, for employees on a permanent contract, is £8,000.

3.3.2 Employees with a fixed term contract may be eligible for a pro rata amount according to the length of their contract.

Example Fixed term contract of 12 months = max. £4,000

3.3.3 Employees on fixed term contracts of less than 12 months may be eligible for assistance with removals only.

3.3.4 If employees appointed to a fixed term contract subsequently have their contract extended or made permanent, they will not be eligible for further relocation assistance in addition to that already agreed.

### 3.4 Application Process

- 3.4.1 Notwithstanding 3.1.8, all claims made under this policy should be made within 12 months of appointment to the post that necessitates relocation. This time limit may be extended to 18 months at the discretion of the Trust.
- 3.4.2 Employees requesting financial support with removals and relocation expenses are required to submit:
- Application for Financial Assistance with Removals and Relocation (Appendix 2); and
  - Claim form detailing expenses for reimbursement (Appendix 3)
  - Receipts / evidence of payment for all expenses listed on the claim form
  - Three quotations if removal expenses are being applied for
- 3.4.3 Claims should be submitted to the Medical Workforce Team via email: [bsmhft.medicalstaffing@nhs.net](mailto:bsmhft.medicalstaffing@nhs.net)
- 3.4.4 The Medical Workforce Team / HR Team will check that the claim meets the terms of the policy and forward to the appointing / budget manager for approval.
- 3.4.5 The appointing / budget manager will sign the application form to confirm approval and inform the employee of this.
- 3.4.6 Once approval is received, the employee should then enter and upload the claim onto the Trust e-expenses system. If there are any difficulties in doing this the ESR Team will be able to support. Contact: [bsmhft.corporatesystems@nhs.net](mailto:bsmhft.corporatesystems@nhs.net)
- 3.4.6 Claims will only be processed once an individual has commenced in post.

## 4 RESPONSIBILITIES

| Post(s)                                   | Responsibilities   | Ref |
|---|--|-----|
| All Staff                                 | <ul style="list-style-type: none"><li>• Ensure they are aware of, and adhere to this policy</li></ul>  |     |
| Service, Clinical and Corporate Directors | <ul style="list-style-type: none"><li>• Ensure fair and consistent implementation of this policy within their own area of responsibility.</li><li>• Ensure that Line Managers receive adequate training deemed necessary to implement this policy.</li></ul> |     |
| Policy Lead                               | <ul style="list-style-type: none"><li>• To undertake regular review and provision of guidance as necessary</li></ul>   |     |
| Executive Director                        | <ul style="list-style-type: none"><li>• To ensure the policy is cascaded and implemented through the Trust</li></ul>   |     |
| Finance Managers                          | <ul style="list-style-type: none"><li>• To carry out the necessary action to recover costs when an employee leaves the Trust and is required to repay costs</li></ul>  |     |

## 5 DEVELOPMENT AND CONSULTATION PROCESS

| Consultation summary                                  |  |  |
|---|--|--|
| Date policy issued for consultation                   | January 2024   |  |
| Number of versions produced for consultation          | 1  |  |
| Committees / meetings where policy formally discussed | Date(s) – see below  |  |
| Where else presented                                  | Summary of feedback  | Actions / Response   |
| JLNC Chair & BMA Rep (07/02/23)                       | Query on the definition of a 'hard to fill' post                                 | Definition added into section 8 glossary.  |
| JOSC (01/03/23)                                       | Criteria within 3.2.1 amended  | Section amended to reflect 30 mile radius and / or 1.5 hour commute                              |
| PDMG (13/04/23)                                       | Amend reference to 'he/she' to read 'they' or 'employee'                         | Amendments made  |
|   | Reflect costs of furniture storage in Appendix 2                                 | Amendment made   |
| Formal consultation process (January 2024)            | None received  |  |
| PDMG (10/04/24)                                       | Promotion of policy in the recruitment of non medical key positions is required. | Statement to be included within JDs of non medical key positions and through recruiting managers |

## 6 REFERENCE DOCUMENTS

- Terms and Conditions – Consultants (England) 2003 - [Terms and Conditions \(nhsemployers.org\)](https://www.nhsemployers.org/terms-and-conditions)
- Health Education England – Relocation and Travel Expenses – Arrangements for Doctors and Dentists in Training and Public Health Trainees - [Removal and associated expenses \(hee.nhs.uk\)](https://www.hee.nhs.uk/relocation-and-travel-expenses)
- GOV.UK – Expenses and benefits: relocation costs - [Expenses and benefits: relocation costs: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/expenses-and-benefits-relocation-costs-overview)
- GOV.UK – Skilled Worker Visa: Shortage Occupations for Healthcare and Education – [Skilled Worker visa: shortage occupations for healthcare and education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/skilled-worker-visa-shortage-occupations-for-healthcare-and-education)

## 7 BIBLIOGRAPHY

None

## 8 GLOSSARY

Senior posts or those that are “hard to fill” includes any role:

- which is on the Immigration Rules shortage Occupation List, [Skilled Worker visa: shortage occupations for healthcare and education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/skilled-worker-visa-shortage-occupations-for-healthcare-and-education)
- where there is a national/local skills shortage, or

- it would be a serious risk to the organisation if the role was not filled, or
- Posts in Band 8A and above and those at Executive Director level

## 9 AUDIT AND ASSURANCE

| Element to be monitored                        | Lead                                      | Tool                | Frequency                | Reporting Arrangements                                    |
|--|---|---------------------|--------------------------|---|
| Number of applications made under this policy  | Senior People Partner (Medical Workforce) | Departmental record | Six monthly and Annually | Transforming our Culture & Staff Experience Sub Committee |
| Value of expenses reimbursed under this policy | Senior People Partner (Medical Workforce) | Departmental record | Six monthly and Annually | Transforming our Culture & Staff Experience Sub Committee |

## 10 APPENDICES

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| Appendix 1 | Equality Impact Assessment   |
| Appendix 2 | Criteria and eligibility for financial assistance with Removals and Relocation |
| Appendix 3 | Application form for financial assistance with Removals and Relocation         |
| Appendix 4 | Claim form for financial assistance with Removals and Relocation               |



## Equality Analysis Screening Form

A word version of this document can be found on the HR support pages on Connect

<http://connect/corporate/humanresources/management/support/Pages/default.aspx>

|   |   |                       |   |
|---|---|-----------------------|---|
| <b>Title of Proposal</b>  | Removals and Relocation Assistance Policy and Procedure |                       |   |
| <b>Person Completing this proposal</b>  | Angela West   | <b>Role or title</b>  | Senior People Partner (Medical Workforce) |
| <b>Division</b>   | Corporate   | <b>Service Area</b>   | People and OD                             |
| <b>Date Started</b>   | January 2023  | <b>Date completed</b> | 15/02/2023. Reviewed January 2024         |
| <b>Main purpose and aims of the proposal and how it fits in with the wider strategic aims and objectives of the organisation.</b>   |   |                       |   |
| The purpose of this Policy is to ensure that eligible employees understand the conditions and limits of any assistance with relocation and removal expenses. It also aims to ensure workforce equality and that there is consistent application between eligible employees and provides a clear record of approved expenses for audit purposes  |   |                       |   |
| <b>Who will benefit from the proposal?</b>  |   |                       |   |
| The policy will benefit all newly recruited staff, appointed to key positions within the Trust, who are required to relocate their home to take up a new appointment. Key positions are likely to be either senior posts or those that are hard to fill. The exception is for Postgraduate Doctors in Training who shall have access to the Health Education England national policy for Doctors in Training.   |   |                       |   |
| <b>Does the policy affect service users, employees or the wider community?</b>  |   |                       |   |
| <b>Add any data you have on the groups affected split by Protected characteristic in the boxes below. Highlight how you have used the data to reduce any noted inequalities going forward</b>   |   |                       |   |
| The policy applies to all newly recruited employees, appointed to key positions within the Trust, who are required to relocate their home to take up a new appointment. Key positions are likely to be either senior posts or those that are hard to fill. The exception is for Postgraduate Doctors in Training who shall have access to the Health Education England national policy for Doctors in Training. The policy aims to eliminate unlawful discrimination by applying a consist approach to the process of reimbursing relocation expenses for eligible employees. |   |                       |   |
| <b>Does the policy significantly affect service delivery, business processes or policy?</b>   |   |                       |   |
| <b><i>How will these reduce inequality?</i></b>   |   |                       |   |
| The policy is a HR policy that will impact on employment. There is no direct impact on service delivery.  |   |                       |   |

**Does it involve a significant commitment of resources?**  
**How will these reduce inequality?**

2021/22      4 medical staff submitted claims - £4.8k in total reimbursed  
 2020/21      1 medical staff submitted a claim - £1.9k in total reimbursed

**Does the policy relate to an area where there are known inequalities? (e.g. seclusion, accessibility, recruitment & progression)**

The policy relates to the recruitment of new employees.

**Impacts on different Personal Protected Characteristics – Helpful Questions:**

|  |  |
|--|--|
| <p><i>Does this proposal promote equality of opportunity?</i><br/> <i>Eliminate discrimination?</i><br/> <i>Eliminate harassment?</i><br/> <i>Eliminate victimisation?</i></p> | <p><i>Promote good community relations?</i><br/> <i>Promote positive attitudes towards disabled people?</i><br/> <i>Consider more favourable treatment of disabled people?</i><br/> <i>Promote involvement and consultation?</i><br/> <i>Protect and promote human rights?</i></p> |
|--|--|

**Please click in the relevant impact box and include relevant data**

| Personal Protected Characteristic | No/Minimum Impact | Negative Impact | Positive Impact | Please list details or evidence of why there might be a positive, negative or no impact on protected characteristics.  |
|-----------------------------------|-------------------|-----------------|-----------------|--|
| <b>Age</b>                        |                   |                 | X               | <p>BSMHFT recruited 527 people between January 2022 – December 2022. 42% of which were aged between 21-30.</p> <p>Younger employees who relocate may be less financially established than an older employee. They may therefore be renting property rather than be a homeowner so less able to avail all elements of the relocation package i.e. expenses associated with buying and selling property.</p> <p>However, this policy exists to reimburse employees for actual expenses incurred. Typically, people in rented accommodation may not incur certain expenses and will therefore not require reimbursement. Expenses that they</p> |

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | <p>may incur as a result of removals will be reimbursed under this policy.</p> <p>Regardless of age this policy ensures that all employees should be treated in a fair, reasonable and consistent manner irrespective of their age.</p> |
|--|--|--|--|---|

Including children and people over 65  
 Is it easy for someone of any age to find out about your service or access your proposal?  
 Are you able to justify the legal or lawful reasons when your service excludes certain age groups

|                   | No/Minimal Impact | Negative Impact | Positive Impact |   |
|-------------------|-------------------|-----------------|-----------------|---|
| <b>Disability</b> |                   |                 | X               | <p>BSMHFT recruited 527 people between January 2022 – December 2022. 7% declared a disability. 71% declared they did not have a disability. 22% did not declare a response.</p> <p>All staff appointed to key positions in the Trust will have access to this policy regardless of Disability. Key positions are those identified within the shortage occupation list for healthcare and do not discriminate on the grounds of disability.</p> <p>However, disabled employees may find it more difficult to relocate as there may be less availability of suitable housing in the new area to meet their requirements. Increased costs may be incurred during the relocation process due to any additional adaption to the property they may need. Actual expenses incurred, as a result of adapting a property for a disability, may be reimbursed through the ‘miscellaneous expenses’ section of the policy. The policy has been written to include this specific example.</p> |

Including those with physical or sensory impairments, those with learning disabilities and those with mental health issues  
 Do you currently monitor who has a disability so that you know how well your service is being used by people with a disability?  
 Are you making reasonable adjustment to meet the needs of the staff, service users, carers and families?

|               |                   |                 |                 |  |
|---------------|-------------------|-----------------|-----------------|--|
| <b>Gender</b> | No/Minimal Impact | Negative Impact | Positive Impact | <p>The Recruitment and Selection Policy meets the requirements of the Equality Act 2010 to ensure that the best candidates are recruited in accordance with employment legislation and best practice.</p> <p>All newly appointed BSMHFT employees who fulfil the required eligibility criteria are entitled to use and access the relocation policy. The policy will provide a positive impact to employees of all genders because application will not affect employees differently or less favourably, on the grounds of their gender.</p> |
|               |                   |                 | X               |  |

This can include male and female or someone who has completed the gender reassignment process from one sex to another  
 Do you have flexible working arrangements for either sex?  
 Is it easier for either men or women to access your proposal?

|                                       |                   |                 |                 |  |
|---------------------------------------|-------------------|-----------------|-----------------|--|
| <b>Marriage or Civil Partnerships</b> | No/Minimal Impact | Negative Impact | Positive Impact | <p>All newly appointed BSMHFT employees who fulfil the required eligibility criteria are entitled to use and access the relocation policy. The policy will provide a positive impact to employees of all single, marital or partnership status as the application will not affect employees differently or less favourably, on the grounds of their marital status.</p> <p>Neutral terminology is used within the policy where for example the employee is required to declare that relocation expenses are not being claimed from any other source.</p> |
|                                       |                   |                 | X               |  |

People who are in a Civil Partnerships must be treated equally to married couples on a wide range of legal matters  
 Are the documents and information provided for your service reflecting the appropriate terminology for marriage and civil partnerships?



|   |                   |                 |                          |   |
|---|-------------------|-----------------|--------------------------|---|
|   |                   |                 |                          | All newly appointed BSMHFT employees who fulfil the required eligibility criteria are entitled to use and access the relocation policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their religion or belief.   |
| Including humanists and non-believers<br>Is there easy access to a prayer or quiet room to your service delivery area?<br>When organising events – Do you take necessary steps to make sure that spiritual requirements are met?  |                   |                 |                          |   |
| <b>Sexual Orientation</b>   | No/Minimal Impact | Negative Impact | Positive Impact<br><br>X | The Recruitment and Selection Policy meets the requirements of the Equality Act 2010 to ensure that the best candidates are recruited in accordance with employment legislation and best practice.<br><br>All newly appointed BSMHFT employees who fulfil the required eligibility criteria are entitled to use and access the relocation policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their sexual orientation. |
| Including gay men, lesbians and bisexual people<br>Does your service use visual images that could be people from any background or are the images mainly heterosexual couples?<br>Does staff in your workplace feel comfortable about being 'out' or would office culture make them feel this might not be a good idea? |                   |                 |                          |   |
| <b>Transgender or Gender Reassignment</b>   | No/Minimal Impact | Negative Impact | Positive Impact<br><br>X | The Recruitment and Selection Policy meets the requirements of the Equality Act 2010 to ensure that the best candidates are recruited in accordance with employment legislation and best practice.<br><br>All newly appointed BSMHFT employees who fulfil the required eligibility criteria are entitled to use and access the relocation policy and there is no evidence to indicate that  |

|  |                    |                      |                          |   |
|--|--------------------|----------------------|--------------------------|---|
|  |                    |                      |                          | this policy could affect employees differently or less favourably, on the grounds of their gender identity.   |
| This will include people who are in the process of or in a care pathway changing from one gender to another<br>Have you considered the possible needs of transgender staff and service users in the development of your proposal or service?                   |                    |                      |                          |   |
| <b>Human Rights</b>  | No/Minimal Impact  | Negative Impact      | Positive Impact<br><br>X | It is anticipated that this policy will have a positive impact on an employee's human rights, particularly in relation to article 23.1 and the right to work, free choice of employment and favourable conditions of work.<br><br>The policy provides a framework to ensure access to financial support towards relocation expenses is available to all employees who fulfil the required eligibility criteria. |
| Affecting someone's right to Life, Dignity and Respect?<br>Caring for other people or protecting them from danger?<br>The detention of an individual inadvertently or placing someone in a humiliating situation or position?                                  |                    |                      |                          |   |
| <b>If a negative or disproportionate impact has been identified in any of the key areas would this difference be illegal / unlawful? I.e. Would it be discriminatory under anti-discrimination legislation. (The Equality Act 2010, Human Rights Act 1998)</b> |                    |                      |                          |   |
|  |                    | <b>N/A</b>           |                          |   |
| <b>What do you consider the level of negative impact to be?</b>  | <b>High Impact</b> | <b>Medium Impact</b> | <b>Low Impact</b>        | <b>No Impact</b>  |
|  |                    |                      |                          |   |
| If the impact could be discriminatory in law, please contact the <b>Equality and Diversity Lead</b> immediately to determine the next course of action. If the negative impact is high a Full Equality Analysis will be required.                              |                    |                      |                          |   |
| If you are unsure how to answer the above questions, or if you have assessed the impact as medium, please seek further guidance from the <b>Equality and Diversity Lead</b> before proceeding.   |                    |                      |                          |   |

If the proposal does not have a negative impact or the impact is considered low, reasonable or justifiable, then please complete the rest of the form below with any required redial actions, and forward to the **Equality and Diversity Lead**.

**Action Planning:**

How could you minimise or remove any negative impact identified even if this is of low significance?

The policy outlines potential benefits available to prospective employees who are required to relocate, regardless of their individual or protected characteristic

How will any impact or planned actions be monitored and reviewed?

Regular audits of employees accessing financial support towards relocation will take place.

How will you promote equal opportunity and advance equality by sharing good practice to have a positive impact other people as a result of their personal protected characteristic.

There will be promotion of the policy through recruitment and selection methodology.

Please save and keep one copy and then send a copy with a copy of the proposal to the Senior Equality and Diversity Lead at [bsmhft.edi.queries@nhs.net](mailto:bsmhft.edi.queries@nhs.net). The results will then be published on the Trust's website. Please ensure that any resulting actions are incorporated into Divisional or Service planning and monitored on a regular basis



**Criteria and eligibility for financial assistance with Removals and Relocation****Maximum Allowances**

- Permanent Contract up to £8,000
- Fixed Term Contract – 18 months up to £6,000
- Fixed Term Contract – 12 months up to £4,000
- Fixed Term Contract - <12 months Removals only

| <b><u>Expenses payable</u></b>                              | <b>Not an existing Home Owner</b> | <b>Existing Home Owner</b>                          |  |
|---|-----------------------------------|---|--|
|   |                                   | <b>Selling old home &amp; purchasing a new home</b> | <b>Retaining old home &amp; purchasing second home</b> |
| 1. Preliminary visits to new area ahead of relocation       | ✓                                 | ✓   | ✓  |
| 2. Removal of personal effects                              | ✓                                 | ✓   | ✓  |
| 3. Temporary accommodation or excess daily travel           | X                                 | ✓   | ✓  |
| 4. Storage of furniture and personal effects                | X                                 | ✓   | X  |
| 5. Setting up a rental / tenancy agreement                  | ✓                                 | ✓   | ✓  |
| 6. Legal and related expenses connected with house sale     | X                                 | ✓   | n/a  |
| 7. Legal and related expenses connected with house purchase | X                                 | ✓   | X  |
| 8. Miscellaneous expenses                                   | X                                 | ✓   | X  |

- ✓ Eligible  
X Not eligible

**1. Preliminary visits to new area ahead of relocation**

- Travel expenses (within UK only) at Public Transport rates for employee and family to search for accommodation.
- Up to 5 nights' accommodation may be claimed for employee and family at the current night allowance rates set out in Annex 14 of the NHS Terms and Conditions of Service Handbook. For guidance, in 2023/24 this was stated as £55.00 per night.
- Family is defined as those persons who permanently reside with the eligible employee

**2. Removal of personal effects**

Three independent quotations must be obtained by the employee and submitted with the claim, together with a receipt for the expenses incurred. Usually, the lowest will be paid.

### **3. Temporary accommodation or excess daily travel**

Where an employee has taken up a post before the previous home is sold, and is continuing to incur costs on his/her existing property;

a) temporary accommodation costs may be claimed for the employee. This will be based on receipted costs or the >30 nights Night Allowance set out in Annex 14 of the NHS Terms and Conditions of Service Handbook, whichever is the lower amount. For guidance, in 2023/24 this was stated as £55.00 per night; or

b) excess daily travelling expenses may be claimed for the employee where they decide to commute daily. In line with HRMC regulations these expenses will be subject to tax.

- These costs are deductible against the total level of assistance agreed for reimbursement and are for a maximum period of 6 months from commencement in post

### **4. Storage of furniture and personal effects**

Where necessary, storage fees, up to a maximum of 6 months, will be reimbursed if interim storage is required between an existing property sale and property purchase.

### **5. Setting up a rental / tenancy agreement**

Reasonable expenses associated with setting up a rental/tenancy agreement, not including any deposit paid, or monthly rental payments. Sight of the tenancy agreement will be required.

### **6. Legal and related expenses connected with house sale**

Reimbursement of expenses up to the total level of assistance agreed to include estate agent fees, solicitor's fees, legal expenses for mortgage redemption and estate agent / auctioneer fees

### **7. Legal and related expenses connected with house purchase**

Reimbursement of expenses up to the total level of assistance agreed to include solicitor's fees, legal expenses for mortgage application, stamp duty, land registry fees, search fees, private and lenders survey, wiring/drains tests

### **8. Miscellaneous Expenses**

Reimbursement up to a maximum of £2,000 towards the costs of connecting services (gas, electricity and telephone), taking down and fitting of fixtures and carpets where professional services are required. The purchase of furniture, household goods and consumables are not reimbursable under this policy unless this is related to specialist/additional adaption to the property to meet disability needs.

## **Non-UK Residents Taking Up Appointment**

9. In recognition of the Trusts international recruitment activity, and the unique expenses that employees may incur because of relocation to the UK from overseas, subject to the maximum allowances agreed, employees may claim for:

- Flight for employee and family from Country of residence to the UK.
- Travel costs within the UK for employee and family from port of entry in the UK to the local area.
- For the first 30 nights, after arrival to the UK, accommodation for employee and family at the current night allowance rates set out in Annex 14 of the NHS Terms and Conditions of Service Handbook. For guidance, in 2023/24 this was stated as £55.00 per night.

- Removal / transfer of personal effects from port of entry in the UK to the local area.
- Visa applications and associated fees are not reimbursable under this policy.

Note - Family is defined as those persons who permanently reside with the eligible employee



**Application form for financial assistance with Removals and Relocation (page 1 of 2)**

**Section 1: - For completion by the employee**

|  |                    |
|--|--------------------|
| Name:  |                    |
| Post appointed to:                                 | Band/Grade:        |
| Department:  | Commencement Date: |
| Contract type: Permanent / Fixed Term or Temporary |                    |
| If Fixed Term or Temporary, what is the end date?  |                    |

|  |                        |  |
|--|------------------------|--|
| Address relocation from:                                       | Please provide address |  |
| Status – select one  | Owned / Mortgaged      | <input type="checkbox"/>                                 |
|  | Rented (furnished)     | <input type="checkbox"/>                                 |
|  | Rented (unfurnished)   | <input type="checkbox"/>                                 |
| If you own your old home do you intend to sell it to relocate? |                        | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Property Type – select one                                     | Flat / Apartment       | <input type="checkbox"/>                                 |
|  | Terrace / Town House   | <input type="checkbox"/>                                 |
|  | Semi-Detached          | <input type="checkbox"/>                                 |
|  | Detached               | <input type="checkbox"/>                                 |

|                        |                        |                          |
|------------------------|------------------------|--------------------------|
| Address relocation to: | Please provide address |                          |
| Status – select one    | Owned / Mortgaged      | <input type="checkbox"/> |
|                        | Rented (furnished)     | <input type="checkbox"/> |
|                        | Rented (unfurnished)   | <input type="checkbox"/> |

**Application for Financial Assistance with Removals and Relocation (page 2 of 2)**

|                            |                      |                      |
|----------------------------|----------------------|----------------------|
| Property Type – select one | Flat / Apartment     | <input type="text"/> |
|                            | Terrace / Town House | <input type="text"/> |
|                            | Semi-Detached        | <input type="text"/> |
|                            | Detached             | <input type="text"/> |

|   |       |
|---|-------|
| <b>Employee Declaration</b>   |       |
| In accepting this offer of financial assistance towards the costs of relocation, I;   |       |
| <ul style="list-style-type: none"><li>• confirm that I have read and understood the Trust's Removals and Relocation Policy</li><li>• confirm that the information detailed on the form and any supporting documentary evidence is correct.</li><li>• confirm that none of the expenses to be claimed are recoverable in full or in part from any other source</li><li>• agree that I will remain in employment with the Trust for a period of not less than 2 years (or until the end of my fixed-term contract, as appropriate)</li><li>• accept that if I leave my employment with the Trust before 2 years (or before the end of my fixed-term contract, as appropriate) then I will refund relocation assistance expenses received at the rates set out in the Trust Policy</li></ul> |       |
| Signed:   | Date: |

**Section 2: - For completion by the Medical Workforce Team / HR Team**

|  |                      |
|--|----------------------|
| In accordance with the Trust policy on financial assistance with relocation expenses, it is confirmed that the above named employee is eligible to claim relocation expenses incurred; |                      |
| Up to a maximum of:  | <input type="text"/> |
| Signed:  | Date:                |
| Print Name:  | Position:            |





## Claim form for financial assistance with Removals and Relocation - (page 3 of 3)

### Checklist for employee:

1. Have you signed and submitted an "Application for Financial Assistance with Removals and Relocation" (2 pages)
2. Have you enclosed all receipts for the items on your claim?
3. If you are claiming removals, have you provided three quotes and a receipt?

### Section 3: Employee Declaration

|   |       |
|---|-------|
| <ul style="list-style-type: none"><li>• I declare that the information I have given on this claim form is correct and complete.</li><li>• I confirm that I have incurred the expenditure claimed and that none of the expenses being claimed are recoverable in full, or in part from any other source, party, Trust or Organisation.</li><li>• I understand that the Trust may take action against me, including disciplinary action, civil recovery and/or criminal proceedings if the information I have supplied is found to be incorrect, or incomplete.</li><li>• I hereby give my consent for the information supplied to be exchanged with third parties in order to validate my claim and/or the purposes of the prevention and/or detection of crime.</li></ul> |       |
| Signed:   | Date: |

### Section 4: - For completion by the Medical Workforce Team / HR Team

|  |                      |
|--|----------------------|
| In accordance with the Trust policy on financial assistance with relocation expenses, it is confirmed that the above named employee is eligible to claim relocation expenses incurred; |                      |
| Up to a maximum of:  | <input type="text"/> |
| Value of entitlement remaining (if there has been any previous payment made under this policy)   | <input type="text"/> |
| The value of expenses eligible for approval on this claim form:  | <input type="text"/> |
| Detail any expenses on this claim form that are not eligible for reimbursement under the policy:   |                      |
| <br>   |                      |
| Signed:  | Date:                |
| Print Name:  | Position:            |

### Section 4: - Approval by appointing manager / budget holder

|                    |              |
|--------------------|--------------|
| Amount approved: £ | Budget Code: |
| Signed:            | Date:        |
| Print Name:        | Position:    |

Appointing manager / budget holder to return to employee, for the employee to upload and claim on e-expenses.