



## Relocation Assistance

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<b>This document has been assessed for:</b>	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
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Health and Safety	<input checked="" type="checkbox"/>
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**Important notice:** During times of national emergency or pandemic, the head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

# Relocation Assistance

## 1. Policy statement

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This policy sets out the organisations provisions regarding relocation. Relocation assistance may be given by the organisation to help with out-of-pocket expenses incurred when a Police Officer or member of Police Staff relocates as a result of his/her employment moving to the organisation.

The procedures set out in this document apply to Police Officers and Police Staff (including those police staff employed by the Police and Crime Commissioner for Cleveland).

This policy must be applied fairly, equally, and consistently to all Police Officers and employees irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other unjustifiable grounds.

## 2. Purpose

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The purpose of this policy is to outline the eligibility criteria and levels of remuneration available for Police Officers and Police Staff with regards to relocation assistance. All Officers and Staff should be aware that the allocation of a payment for the purposes of relocation assistance is discretionary.

## 3. Underpinning procedures

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All forms and supporting documentation relating to this policy is available on the force intranet, should additional information or support be needed in completing these then the Shared Service Centre will be able to assist.

### 3.1 Eligibility Criteria

#### 3.1.1 Police Officer

An individual must be moving into the Cleveland geographical area because of accepting an offer to transfer employment to be eligible for relocation assistance. In addition the individual must initially reside 50 or more miles outside the Cleveland boundary and must be moving a minimum of 30 miles. In essence the move must take the individual closer to the Cleveland boundary.

Relocation assistance shall be judged on a case-by-case basis and each individual's situation and circumstances will be unique. The organisation therefore retains discretion to tailor a relocation package to suit the particular circumstances and needs of each individual. However, the organisation will always act fairly and in a non-discriminatory manner. Applications for relocation assistance should be completed on the electronic form available on the force intranet.

## Chief Officer Team

In line with the Winsor recommendations Cleveland Police shall pay all reasonable costs arising from the sale and purchase of a chief officer's house (Chief Constable, Deputy Chief Constable, and Assistant Chief Constable) and should pay all tax liabilities arising from any relocation packages, so that, for the chief officer concerned, there is no personal financial disadvantage.

### 3.1.2 Police Staff

All of the above criteria (see 3.1.1) are applicable except that only Police Staff (including staff employed by the PCC for Cleveland) graded PO12 and above will be eligible to apply for relocation assistance. This is with the exception of the ACO role to the Chief Constable.

## 3.2 Level of Remuneration

The organisation will reimburse the following costs reasonably incurred to the value of a maximum of £3,000 by any individual in the selling and buying of a property or renting a property to relocate:

- The estate agency, auctioneer, and advertising fees associated with selling the individuals existing property;
- The legal and conveyancing fees associated with selling the individuals existing property;
- Any charges for disconnection of public utilities and white goods (such as washing machines) serving the individuals existing property;
- The legal and conveyancing fees (including survey, Land Registry, search and mortgage arrangement fees) associated with the purchase of a new property;
- Any charges for connection of public utilities and white goods serving the new property;
- The costs of moving the individual's furniture, domestic goods and personal possessions from his/her existing property to the new property, including insurance taken out to cover goods in transit. Three quotations should be obtained from removal companies and the cheapest used, unless there is a valid reason not to do so;
- A contribution towards temporary storage and insurance of the individual's furniture, domestic goods and personal possessions if not moving directly from the existing property to the new property;
- A contribution towards the cost of carpets and curtains required for the new property.

## 3.3 HM Customs and Revenue Implications

All offers of relocation are subject to HM Revenue & Customs regulations. The individual is responsible for any statutory income tax and national insurance liability incurred as a result of receiving relocation assistance. As the relocation is job related, the £3,000 limit is exempt from tax provided that certain conditions are met, including that the new property is the individual's main residence.

HM Revenue & Customs also set a time limit on relocation. Relocation must be completed before the end of the tax year (5 April) after the one in which the individual

takes up his/her new position. At the time of being offered relocation assistance, the individual will be advised of the date by People Services by which his/her relocation must be completed.

### **3.4 Exceptions to the £3K relocation limit**

The executive in October 2019 determined that for roles that are hard to fill or where there is a need to encourage a broader spectrum of candidates that the relocation package can be increased to £8,000 this still meets the HMRC guidelines relating to tax. Advertisements for roles will clearly advise as to which relocation package limit applies.

### **3.5 Repayment of Relocation assistance**

An individual will be offered relocation assistance only if he/she agrees to repay some, or all, of the amount given by the organisation in the event that their employment terminates for whatever reason within three years from the date of payment. Those offered relocation assistance will be required to sign an agreement to this effect and that agreement is available from the force intranet. The amount payable is reduced proportionally and is as follows:

<b>Period of service (from date of payment of expenses)</b>	<b>Amount to be repaid (as % of total expenses)</b>
Leaving 0-12 months from date of expenses paid	100%
Leaving 13-24 months from date of expenses paid	50%
Leaving 25-36 months from date of expenses paid	Reducing from 25% by one-twelfth of 25% for each completed month from month up to 36 months

The timescale starts from the date of payment of the expenses.

In the event that the individual does not relocate, he/she will be asked to repay all or part of any relocation assistance given.

### **3.6 Authorisation**

All individuals applying for relocation assistance should obtain the written agreement of the Head of People Services or a nominated Deputy (staff in the employ of the Chief Constable) or the Deputy Chief of Staff/Treasurer (staff in the employ of the PCC for Cleveland) prior to committing to any spend. The Head of People Services (in consultation with the Strategic Finance Manager) and the Deputy Chief of Staff/Treasurer will confirm the maximum amount of relocation assistance that an individual can claim for. Confirmation of approval or rejection will be sent to the individual by the Resourcing Team using the appropriate electronic letter.

All relocation claims, and supported by valid receipts, should be submitted in accordance with the relevant claims processes in place at the time.

All relocation expenses must be claimed within 6 months of commencement of employment with the organisation. Relocation expenses will be extracted from the appropriate employer's central budget once any individual has been appointed to the organisation.

### 3.7 Records

People Services will ensure that the appropriate HR related paperwork is provided to the individual in a timely manner concerning their relocation assistance application. This will be recorded on the Oracle system.

## 4. Appendices

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There are no appendices attached to this policy

## 5. Compliance and monitoring

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Cleveland Police expects every individual to act within approved policies and take appropriate professional advice as necessary.

The Head of HR will monitor the implementation of and compliance with this policy on an ongoing basis.

## 6. Version control

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This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Cleveland intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	01.09.11	Policy Review Timetable	████████
0.2	Nov 2011	Amendments following consultation	████████
1.0	Dec 2011	Approved at SDG	████████
1.1	Nov 2012	Policy amended to reflect introduction of PCC, statement only	████████
1.2	19.11.12	Policy amend to reflect departmental name change	████████
1.3	01.04.14	Policy amended to include the Office	████████

		of the Police and Crime Commissioner for Cleveland	
1.4	11.02.15	Policy amend to reflect change in Finance structure for provision to Chief Constable	██████████
1.5	23.11.16	Para 3.2 amended to include reference to renting of a property	██████████
1.6	13.02.17	Removal of appendices, and references to template forms	██████████
1.7	19.3.19	Review Date Extension	██████████
1.8	14.05.19	Change to head of people services, COG decision 14.05.19 to retain claim limit as £3,000	██████████
1.9	14.10.19	Executive decision re the ability to be able to offer £8K relocation expenses for hard to fill roles or the need to encourage a broader spectrum of candidates (para 3.4)	████████████████████
2.0	19.11.19	Policy approved and published	████████████████████
2.1	Feb 2020	Change of owner dept. name	██████████
2.2	Apr 2020	Addition of COVID 19 message	██████████