

# RELOCATION/HOUSING ALLOWANCE SCHEME

## What is the Relocation/Housing Allowance Scheme?

The Relocation Scheme provides financial assistance to employees of the Council. It is intended to apply in exceptional circumstances where recruitment and/or retention in a key role prove persistently challenging.

## Who does it apply to?

The Scheme applies to all permanent appointments but applications from fixed term workers will be considered on merit. The Scheme does not extend to Schools.

## What can I claim?

Up to £8,000 is payable although a lesser amount may be agreed, or none at all. The following factors may be taken into account:

- Whether recruitment and/or retention of key workers is problematic
- Travel options, associated costs and accessibility;
- Whether the individual is considering relocating to the borough;
- Whether the individual is selling and buying a property, buying or renting a property;

The sum granted, if any, is to fund actual expenses incurred in connection with working for the Council and/or living in the borough. This may include but is not limited to:

- Solicitor's fees
- Estate agents fees
- Stamp duty
- Land registry and search,
- Mortgage fees/payments
- Surveyors fees
- Removal and storage costs
- Hotel bills whilst home searching
- Rental costs
- Costs associated with commuting to the office
- Costs associated with overnight accommodation to assist with normal commuting

The relevant Deputy Director (or equivalent) will decide, on a case-by-case basis, whether benefits will be granted and, if so, the level of benefits payable. The Deputy Director's decision is final.

## How do I apply?

### On Appointment

You should discuss your interest in the Scheme when you are offered employment with the Council. If your acceptance of the appointment is conditional upon relocation benefits being approved, you must put a claim in writing as soon as possible with details of the benefits requested. You can do this via MyView.

Approval may be given in principle where full details of the claim are not known/available.

### Existing Employees

You should discuss your interest in the scheme firstly with your Head of Service who will in turn discuss your request with the relevant Deputy Director (or equivalent) in consultation with the HR Service. You will then be notified of the decision.

### **Are the claims subject to tax?**

Yes, claims will be subject to tax and National Insurance in accordance with the HMRC regulations at the point of payment. Pension deductions may be payable depending on the individual item claimed for. Once your application has been approved you will be able to make your claims via the Council's MyView system.

All claims must be supported by evidence of the expenses incurred, including receipts where applicable, for tax and audit purposes. Please scan and send all receipts to [Payroll@bexley.gov.uk](mailto:Payroll@bexley.gov.uk)

### **How long do I have to make my claims?**

Payments should be claimed within 12 months from the date of appointment for new employees and from the date of authorisation for existing employees.

### **What if I leave?**

You must repay any benefits in full if you leave Bexley employment within two years of your start date or the date of authorisation for existing employees. You will need to sign an agreement to this effect.

HR Service  
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