

RELOCATION PACKAGE FOR NEWLY APPOINTED EMPLOYEES



Introduction

The relocation package is offered to new employees of the Council who by necessity are required to move house to take up the appointment subject to meeting the scheme eligibility criteria.

Value of the Package

The maximum value of the package is £6,499.

Removal Expenses and Leave

The Council will reimburse removal expenses from the former house to the new accommodation where the appointee takes up residence. The reimbursement will be subject to two competitive quotes obtained by the appointee and a receipt showing the amount paid.

Lodging Allowance

The Council will pay a lodging allowance while the employee is temporarily absent from home and/or maintaining two homes. The allowance will be up to £97.45 per week or £19.49 per day, for a maximum of 6 months. In addition, train travel expenses will be paid once a month subject to the scheme terms.

Commuting Allowance

A commuting allowance will be payable to new employees who prefer to travel to and from work on a daily basis prior to moving house. For each working day the Council will pay an allowance of up to a maximum of £19.49 per day, (subject to a maximum of £97.45 per week) for a maximum of 6 months. Commuting allowance is presently classed as home to work travelling and is liable to tax and national insurance.

Sale and Purchase of House

The Council will contribute towards legal expenses, estate agents fees, building societies, legal costs, surveys and additional mortgage security premiums, local authority search fees and stamp duty up to a maximum of £2,079 for sale and purchase (or £1,039 for sale or purchase).

Settling-In Allowance

This allowance is to cover incidental expenses connected with moving home for soft furnishings up to a maximum of £90. Receipts will be required

NOTE: *The relocation package is offered specifically to assist new appointees to move to a new residence from outside the borough to a location that is at least 20 miles from their work base. The move needs to be at least 15 miles.*

The allowances are subject to the employee remaining in the service of the Council for a minimum of two years. An appointee leaving within a two-year period from the date of appointment will be required to repay the payment received.

All rates are based on the 2016 allowances.