

# RELOCATION SCHEME

## What is the Relocation Scheme?

The Relocation Scheme provides financial assistance to new employees who intend to move house in order to take up work.

## Who does it apply to?

You may apply for relocation benefits if your new home is closer to Bexley than your current address and if it is within distance of daily travel that is practical and possible within a reasonable time.

We will normally only consider applications if you are the only person in your household to be receiving relocation benefits and we will ask you to sign a declaration to this effect.

The Scheme normally applies to permanent appointments only (including part-time appointments) but applications from fixed term workers will be considered on merit. The Scheme does not yet apply in Schools or the Learning Centre Bexley.

## What can I claim?

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

- The distance from home to work;
- Travel options and accessibility;
- The difficulty in recruiting to the post;
- Whether the move involves a move between rented accommodation only;
- Whether selling and buying a property or buying only.

The sum granted, if any, is to fund actual expenses incurred in connection with relocation and incidental to the move. For example:

- 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

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



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### **How do I apply?**

You should discuss your interest in relocation 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](#).

It should be possible to give approval in principle where full details of the claim are not known at this stage.

### **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. 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 [HREnquiries@bexley.gov.uk](mailto:HREnquiries@bexley.gov.uk).

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

You are expected to relocate within a year. Payments will therefore not normally be made after 12 months from the date of appointment.

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

You must repay any benefits in full if you leave Bexley employment within two years of your start date.

You will need to sign an agreement to this effect.

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