



*Please Note: This policy is currently under review and is still fit for purpose.*

# Removal and Associated Expenses

This procedural document supersedes: CORP/EMP 10 v.4 - Removal and Associated Expenses



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## Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

<b>Version</b>	<b>Date Issued</b>	<b>Brief Summary of Changes</b>	<b>Author</b>
Version 4	1 February 2018	<ul style="list-style-type: none"> <li>• Document has been reviewed and formatted in line with the Trust's style.</li> <li>• Added sections including monitoring and compliance, training and equality impact assessment.</li> </ul>	Anthony Jones
Version 3	November 2009	<ul style="list-style-type: none"> <li>• Format Changed</li> <li>• Appendices Updated</li> </ul>	J Dixon
Version 2	November 2006	<ul style="list-style-type: none"> <li>• Insertion of 'Foundation' when referring to Doncaster &amp; Bassetlaw Hospitals NHS Foundation Trust</li> <li>• Para 7.1 – removed Whitley Council – inserted 'respective pay arrangements'</li> <li>• Para 7.3 – removed Whitley Council throughout the grid – inserted 'respective pay arrangements'</li> <li>• Para 7.6 (b) ii – removed Whitley Council – inserted 'respective pay arrangements'</li> <li>• Appendix B - Total change to the Notional Purchase Price</li> <li>• Appendix B (second sheet) Changed the figures on the typical example and the amount of stamp duty</li> <li>• Appendix C &amp; D - Insertion of Foundation Trust</li> <li>• Appendix E – Insertion of Foundation Trust</li> </ul>	Claire Cox

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## 1 INTRODUCTION

This policy has been developed for the Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust in order to determine the scope and level of financial assistance associated with the reimbursement of removal and associated expenses for newly appointed staff.

## 2 PURPOSE

The policy aims to provide a fair and equitable means of assisting new employees with removal expenses. Advice on its application is available from People & OD Directorate.

## 3 DUTIES AND RESPONSIBILITIES

### 3.1 Director of People and OD /Director of Finance

To ensure that the procedure is applied appropriately according to the content of the procedure and in line with HM Revenue and Customs Regulations relating to the payment of tax free relocation expenses.

### 3.2 People and OD

Responsible for reviewing, updating and monitoring the implementation of this procedure and for providing advice to managers in terms of its application.

To process initial applications for relocation expenses.

To monitor and check all claims before payment ensuring that no claim exceeds the upper limit of the grant.

To initiate and manage the process of recovery of removal expenses where appropriate.

### 3.3 Recruiting Managers

To provide a copy of this Policy as requested to successful applicants and

### 3.4 Employee

Not to take any action in relation to relocation on the assumption that the Trust will reimburse relocation expenses until express notification has been provided by the Trust that relocation expenses are approved.

### 3.5 Payroll Partner – NHS Shared Business Services (SBS)

To reimburse relocation expenses within the terms of this procedure.

All authorised claims, which are processed by the Trust and SBS, are accepted in good faith on the understanding that the claimant is making a true and accurate claim. Making any false claim including the alteration or adaption of supporting documents would constitute an offence under the Fraud Act 2006 and will result in disciplinary action and/or civil recovery and prosecution, Suspicions of fraudulent claiming activity will be referred to the Trusts Local Counter Fraud Specialist. [CORP/FIN1](#) Fraud, Bribery and Corruption Policy & Response Plan provides further information.

## 4 PROCEDURE

### 4.1 Tax liability and applying for removal expenses

Any payments received from the Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust in relation to relocation are part of taxable earnings and will be notified in accordance with the current procedures by a P11D notification to the Inland Revenue. Advice on tax liability as associated with relocation expenses is available from within the Trust. Removal expenses must be incurred within 2 tax years from the date of commencement in order to avoid increased tax and national insurance liability. A tax year runs from 6<sup>th</sup> April one year to 5<sup>th</sup> April the next.

An application for removal expenses must be submitted to the Trust within three months from commencement in post using the form at Appendix 3. The forms at Appendix 5 will then be issued which must be signed and returned prior to any claims being paid.

### 4.2 General conditions

4.2.1 Approval of payment of expenses and the acceptability of location (as per 4.4) rests with the Director People and Organisational Development or a nominated deputy. The nominated deputy would in all circumstances be a senior member of the People & OD team.

4.2.2 Expenses will be reimbursed (up to a maximum of £8,000) and paid only when the Trust is satisfied that the removal of the employee's home is required and that the arrangements proposed are reasonable.

4.2.3 The Trust is responsible for the payment of removal expenses. Only one set of payments will be made in respect of a property. The expenses must have been incurred by the applicant who must certify that they are not recoverable in full, or part, from any other source. Receipts or confirmation of payments incurred must be provided for all claims under this policy.

The appropriate rates to be paid are those in operation at the date that the employee takes up appointment, as identified within the Terms and Conditions of Employment, unless otherwise agreed.

The financial limits of this policy will be reviewed by the Trust every 2 years. Any amendments to the limits will take account of changes in tax law, inflation rates etc.

Cases of difficulty should be referred to the Director of People & OD.

4.2.4 The Trust will expect the following obligations to be fulfilled by newly appointed staff:

- All staff who take up appointment with the Trust will be required, as a condition of receiving payment of removal expenses, to give an undertaking that they will not leave the Trust within a period of 2 years.
- Those who do leave within the time period will be required to reimburse in full, or in part, expenses received. The amount to be repaid will be dependent upon the length of actual employment with the Trust.
- The schedule of reimbursement will be:
  - If you leave the Trust within 12 months, you will be liable to repay 50% of expenses paid.
  - If you leave the Trust within 18 months, you will be liable to repay 25% of expenses paid.

The Trust reserves its right on an individual basis to waive recovery of the fees where there are exceptional circumstances surrounding the non-completion of the service requirements.

### 4.3 Eligibility

4.3.1 To be eligible for the payment of removal and associated expenses in accordance with the provision of this policy, you must meet the following criteria:

- [a] Be appointed to a permanent post within the Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust.
- [b] Be required to move in order to take up the post.
- [c] To move from either owner occupied or rented accommodation (as defined in section )

### 4.4 Location

4.4.1 Individuals must reside within 10 miles of their base or half an hour's travelling time, the half hour travelling time being assessed at peak times of the day.

4.4.2 Employees will be required to agree in advance with the Trust an acceptable location. Failure to obtain this agreement may render any subsequent claim for expenses void.

## 4.5 Expenses

4.5.1 All claims for expenses are subject to the employee satisfying the Trust that every attempt is being made to sell their property in the old area. A quarterly review meeting with an appropriate officer may be used in order to review progress and documentary evidence may be required.

### Expenses for Preliminary Visits

4.5.2 Employees should agree leave with their **existing** employer before they make any preliminary visits regarding their relocation. The Trust will pay travelling and subsistence expenses according to the rates defined within the respective pay arrangements for employees, partners and children (if any) subject to the following conditions:

- [a] The overnight subsistence allowance shall not be paid for more than the equivalent of 3 overnight stays.
- [b] The rate of subsistence allowance for the employee's partner and any children over 12 years of age shall be two thirds of the employee's rate, and any children under 12 half the employee's rate.
- [c] Where an employee uses a private car to make the visit, public transport mileage rate will be paid (lease cars will be paid at the appropriate Trust mileage rate at the time of travel).

Where individuals do not travel by car they will be reimbursed the actual costs of coach or bus travel if used. If individuals travel by rail expenses will be limited to standard class.

- [d] The maximum entitlement under this provision will be the equivalent of 3 return journeys.

## 4.6 Excess daily travel

4.6.1 Householders who intend to relocate and cannot find suitable accommodation to move into but would otherwise qualify for reimbursement of removal expenses will be reimbursed the extra daily travelling expenses, and paid at public transport rate, from their home to their permanent base only in accordance with the following conditions:

- [a] The employee must have indicated that they intend to occupy new permanent accommodation in line with 4.4 above on location.

- [b] The reimbursement will be for 3 months in the first instance. Thereafter the Trust will review the matter and may, at its discretion, extend the period for a further 3 months if it is satisfied that the employee is making every reasonable effort to find suitable accommodation. The payment shall not normally continue in any case for more than 6 months.

4.6.2 The Trust will only reimburse these expenses where the individual is:

Unable to find suitable permanent accommodation or the Trust is unable to provide suitable temporary accommodation. The entitlement will cease if at any time during the first or second 3-month period, temporary accommodation becomes available.

4.6.3 An individual who is claiming excess travel due to suitable accommodation not being found, may change from excess travel claims to Continuing Commitment Allowance. For example, if you have claimed excess travel for the last 5 months and then move into accommodation in the new area before selling your old property, only one month's Continuing Commitment Allowance will be paid. In such circumstances the payment shall not normally exceed the maximum period of 6 months, and will be calculated using both the excess travel and Continuing Commitment Allowance claim.

An example of how to calculate excess travel is:

Old home to old base	= 10 miles
Old home to new base	= 40 miles
Excess Travel	= 30 miles

## 4.7 Continuing commitments allowance

4.7.1 Where an employee unavoidably incurs regular expenses in respect of accommodation they previously occupied in the old area, concurrently with the accommodation expenses in the new area, they may be given assistance with such expenses based on the lower of the two costs and supported by documentary evidence.

4.7.2 The circumstances in which an employee may incur such expenses are categorised as follows:



Category	Old Area Expenses	New Area Expenses	Payable
Owner occupied in the old area to temporary hospital accommodation in the new area	<ul style="list-style-type: none"> <li>• Monthly mortgage payments (inc. endowment)</li> <li>• Annual council tax</li> <li>• Annual water rates</li> <li>• Annual ground rent</li> <li>• Annual insurance of buildings</li> </ul> <p>Weekly travel to old area at rates set out in the respective pay arrangements</p>	<ul style="list-style-type: none"> <li>• Monthly rent</li> <li>• A subsistence allowance equivalent to the daily meals allowance plus an incidental allowance payable for each night that the accommodation is actually occupied (not payable on the nights when the employee returns to the old area). The respective pay arrangements apply.</li> </ul> <p>Weekly travel to old area at rates set out in the respective pay arrangements</p>	The temporary accommodation expenses subject to a maximum of the overall expenses in the old area should these be the lower of the two costs.
Owner occupied to temporary rented commercial accommodation	As above	<ul style="list-style-type: none"> <li>• Unabated rent</li> <li>• Annual council tax</li> <li>• Annual water rates</li> </ul> <p>Weekly travel home to the old area at rates set out in the respective pay arrangements</p>	As above
Owner occupied to permanent rented accommodation	As above	<ul style="list-style-type: none"> <li>• Unabated rent</li> <li>• Annual council tax</li> <li>• Annual water rates</li> </ul> <p>Weekly travel home to the old area at rates set out in the respective pay arrangements.</p>	The lower of the two costs
Owner occupied to owner occupied	As above	<ul style="list-style-type: none"> <li>• Monthly mortgage payments (inc. endowment)</li> <li>• Annual council tax</li> <li>• Annual water rates</li> <li>• Annual ground rent</li> <li>• Annual insurance of buildings</li> </ul> <p>Weekly travel to old area at rates set out in the respective pay arrangements</p>	The lower of the two costs

Category	Old Area Expenses	New Area Expenses	Payable
Rented accommodation to temporary rented hospital accommodation	<ul style="list-style-type: none"> <li>• Unabated rent</li> <li>• Annual council tax</li> <li>• Annual water rates</li> </ul> <p>Weekly travel home to the old area at rates set out in the respective pay arrangements</p>	<ul style="list-style-type: none"> <li>• Monthly rent</li> <li>• A subsistence allowance equivalent to the daily meals allowance plus an incidental allowance payable for each night that the accommodation is actually occupied (not payable on the nights when the employee returns to the old area). The respective pay arrangements rates apply.</li> </ul> <p>Weekly travel to old area at rates set out in the respective pay arrangements</p>	The temporary accommodation expenses subject to a maximum of the overall expenses in the old area should these be the lower of the two costs.
Rented accommodation to temporary rented commercial accommodation	<ul style="list-style-type: none"> <li>• Unabated rent</li> <li>• Annual council tax</li> <li>• Annual water rates</li> </ul> <p>Weekly travel home to the old area at rates set out in the respective pay arrangements</p>	<ul style="list-style-type: none"> <li>• Unabated rent</li> <li>• Annual council tax</li> <li>• Annual water rates</li> </ul> <p>Weekly travel home to the old area at rates set out in the respective pay arrangements</p>	The lower of the two costs.
Rented accommodation to permanent rented accommodation	<ul style="list-style-type: none"> <li>• Unabated rent</li> <li>• Annual council tax</li> <li>• Annual water rates</li> </ul> <p>Weekly travel home to the old area at rates set out in the respective pay arrangements</p>	<ul style="list-style-type: none"> <li>• Unabated rent</li> <li>• Annual council tax</li> <li>• Annual water rates</li> </ul> <p>Weekly travel home to the old area at rates set out in the respective pay arrangements</p>	The lower of the two costs
Rented accommodation to permanent owner occupied accommodation	<ul style="list-style-type: none"> <li>• Unabated rent</li> <li>• Annual council tax</li> <li>• Annual water rates</li> </ul> <p>Weekly travel home to the old area at rates set out in the respective pay arrangements</p>	<ul style="list-style-type: none"> <li>• Monthly mortgage payments (inc. endowment)</li> <li>• Annual council tax</li> <li>• Annual water rates</li> <li>• Annual ground rent</li> <li>• Annual insurance of buildings</li> </ul> <p>Weekly travel to old area at rates set out in the respective pay arrangements</p>	The lower of the two costs

4.7.3 The above allowances will be payable for 3 months in the first instance where the employee incurs such expenses. The Trust will only continue to reimburse for a further 3 months subject to it being satisfied that the employee is making every effort to sell their property, *and* in the case of rented accommodation to relinquish responsibility for the expenses in the old area by finding suitable accommodation in the new area (subject to a period of notice on the old area rental agreement). The entitlement will normally be limited to a maximum of 6 months in total. In relation to travel, reimbursement will be based on the Public Transport Rate.

4.7.4 Any rent received from letting the property in the old area will be offset against the appropriate allowance.

#### 4.8 Vouched legal and other expenses

4.8.1 When householders buy a house because of a new appointment and it is the first permanent, unfurnished accommodation occupied in the new area, or sell a house in which they are living immediately before the new appointment, they will be entitled to reimbursement of all reasonable vouched legal and other expenses as defined in section 7.

4.8.2 Such expenses may include:

- [i] House Purchase - solicitors' fees, stamp duty, land registration fees, incidental legal expenses, expenses in connection with a mortgage or loan including guarantee premium and survey fees (excluding interest and penalty charges for late payment), cost of building society survey, cost of one electrical wiring test, cost of one drains test.
- [ii] House Sale - solicitors' fees including legal expenses on redemption of the mortgage, house agents' or auctioneer's fees (where an employee does not employ an estate agent, solicitor, or auctioneer, they will be reimbursed all the reasonable vouched legal and other expenses of sale including reasonable expenses associated with advertising).

4.8.3 If as a result of a sale there is negative equity (i.e. the sale price is lower than the outstanding mortgage) no compensation can be paid for this loss. If employees let their house in circumstances in which they would be entitled to legal expenses for a house sale, they will be reimbursed their legal expenses for a tenancy agreement.

#### 4.9 Abandoned purchase

4.9.1 If an employee incurs expenses by way of legal costs, survey fees etc in relation to a proposed purchase which does not take place, such expenses will be reimbursed at the Trust's discretion. In the case of an abortive purchase where costs have been incurred the Trust must be notified immediately.

4.9.2 The Trust will determine whether the costs for which reimbursement are claimed are reasonable in relation to services received and the stage reached before the purchase was abandoned. In exercising its discretion as to whether to reimburse such expenses, the Trust needs to be satisfied that the employee was in no way responsible for the abandonment of the transaction; e.g. the house having been withdrawn from the market by the vendor for his/her own reasons or that the employee's reasons for withdrawal were entirely reasonable having regard to the difficulties encountered. Where employees remain dissatisfied with the decision regarding the reimbursement of expenses incurred, they have the right of appeal through the Trust's Grievance Procedure.

#### **4.10 Travel expenses on removal**

##### **Journey from the Old to the New Home**

4.10.1 The cost of one journey from the old to the new home will be met by the Trust. If the length of the journey warrants it, subsistence will be paid in accordance with the terms as laid down in 4.5.2. The dependants for whom these expenses will be paid are the dependant members of the employee's household. A car owned by the employee or his/her partner shall be driven from the old home to the new home and the public transport rate will be paid, plus passenger allowance for each passenger whose fare would otherwise be reimbursed. No allowance will be paid for a motor vehicle owned by any other member of the household.

##### **Return Visit to Supervise Removal**

4.10.2 Where it is necessary for the employee to make a return visit to supervise removal from their home, they will be allowed:

- [i] Travelling expenses (where any employee uses their own private motor vehicle, the public transport rate of mileage will be paid). Where individuals do not travel by car they will be reimbursed the actual costs of coach or bus travel if used. If individuals travel by rail, expenses will be limited to standard class.
- [ii] Receipted expenses in accordance with the subsistence allowance determined by the respective pay arrangements.
- [iii] Reasonable time off will be paid up to a maximum of 3 days for removal subject to prior approval

#### **4.11 Expenses of actual removal**

4.11.1 The Trust will reimburse employees on the basis of the lowest quote for removal services. The employee will be required to obtain 3 written quotes for removal services.

The lowest quote will be reimbursed, unless there are exceptional circumstances as to why another quote should be accepted. Employees are free to choose any of the three quotes on the understanding that the lowest quote will be reimbursed.

4.11.2 The approved expenditure to be reimbursed is:

- [i] The cost of removal from the old home to the new one of furniture and effects belonging to the employee or dependant members of their household at the time of transfer. This may include pedal cycles and heavy but ordinary articles of furniture or garden equipment. If the removal of special items (e.g. a piano) involves special arrangements, the extra expense must be met by the employee. Livestock or animals, other than domestic pets, will be conveyed at the employee's own expense.
- [ii] The storage of furniture and effects - charges for storage of such articles of furniture and effects as part of removal are at the expense of the Trust. These will be reimbursed where the necessity for storage arises from the removal until the employee moves into permanent unfurnished accommodation. Reimbursement for storage charges will be paid initially for a period of 3 months and will be reviewed after that. They may be reimbursed for a further 3 months, normally subject to a maximum period of 6 months.
- [iii] The costs of removal from storage or temporary accommodation to permanent unfurnished accommodation will be reimbursed in accordance with the provisions of paragraph [i] above.

## 4.12 Miscellaneous expenses

4.12.1 This allowance is for the replacement of domestic goods, e.g. carpets and curtains that are required because the employee has disposed of his/her old home but the goods used there are unsuitable for installation in the new home. Evidence will be required for the proof of sale of the old goods and purchase of suitable replacements.

4.12.2 Items included in the sale of the house will be included in the documentation for the solicitor, a copy of this form must be used to cross check claims for replacement items. In this case the items will have a residual value of nil and, therefore, the full amount may be claimed.

4.12.3 If items are sold as a separate arrangement to the sale of the property, receipts must be provided, only the net amount between the old goods and new goods will be paid.

4.12.4 The payment will be limited to a maximum payment of £1,000, where the payment of the grant does not exceed the upper limit of removal expenses of £8,000. Where the payment of the maximum grant of £1,000 causes the upper limit of £8,000 to be breached, the grant shall be limited to an amount equivalent to the balancing sum to achieve the upper limit of £8,000.

#### 4.13 Claiming expenses

Please submit your claims using the appropriate form from Appendix 5. All forms should be submitted to the Trust with original receipts to support all claims being made.

## 5 TRAINING/SUPPORT

The training requirements of staff will be identified through a training needs analysis. Role specific education will be delivered by the service lead.

## 6 MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

What is being Monitored	Who will carry out the Monitoring	How often	How Reviewed/ Where Reported to
To ensure expenses are being reimbursed in line with the limits within the policy	People and OD	On receipt of claim	Each claim will be reviewed and claims above the upper limit will be discussed with the Care Group and Deputy Director of People and OD
The policy will be reviewed.	People and OD	Every three years	The policy will be reviewed and amended as deemed necessary
The cost of the policy and the number of claimants will be monitored	People and OD	Bi- annually	A report will be provided to the Workforce and Education Committee with details of the number of claimant and the value of these claims.

## 7 DEFINITIONS

For the purpose of this policy the following expressions have the stated meanings assigned to them.

<b>Removal Expenses</b>	The removal and associated expenses as set out in this policy.
<b>Reasonable Agreement</b>	This is a move to accommodation which is reasonable given all the circumstances. In particular, the Trust will consider the broad comparability of new accommodation with that occupied before the move (equivalence being measured in terms of housing standards rather than absolute cost).

<b>Comparability Valuations</b>	<p>When an employee claims removal and associated expenses, one of the Trust's responsibilities is to ensure that the arrangements proposed are reasonable. Accordingly, it has to take account of the requirement that expenses should be reimbursed on the basis that the move is to accommodation that is broadly comparable to that occupied in the previous area. Where there is a demonstrable improvement in the standard of accommodation, a proportion of the legal expenses of house purchase may be reimbursed rather than the full amount.</p> <p>In order to qualify for payment of expenses, the claimant must supply the Trust with either an Estate Agent brochure or a similarly detailed description of their home and the area from which they are moving.</p> <p>The Trust will determine the comparability by use of the formulae as outlined in Appendix 1. Where there are areas of dispute in relation to the comparability valuation the Trust will involve an Estate Agent.</p> <p>If an employee remains dissatisfied with the decision given, they have the right of appeal through the Trust's Grievance Procedure.</p>
<b>Householder</b>	An employee who, in their previous employment, occupied unfurnished accommodation of more than one room, rented or owner-occupied.
<b>Dependants</b>	Are the employee's partner and/or children.
<b>Child</b>	Is a member of the household who is under the age of 17 years.

## 8 EQUALITY IMPACT ASSESSMENT

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are disadvantaged over others. Our objectives and responsibilities relating to equality and diversity are outlined within our equality schemes. When considering the needs and assessing the impact of a procedural document any discriminatory factors must be identified.

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. (See Appendix 6)

## 9 ASSOCIATED TRUST PROCEDURAL DOCUMENTS

Fraud, Bribery and Corruption Policy - [CORP/FIN1](#)

Fair Treatment For All Policy - ([CORP/EMP 4](#))

Equality Analysis Policy - ([CORP/EMP 27](#))

Recruitment Policy ([CORP/EMP 36](#))



## APPENDIX 1 - EXAMPLES OF NOTIONAL PURCHASE PRICE

The property for which reimbursement of removal and associated expenses is to be made should be of a broadly comparable standard (in terms of present housing arrangements i.e. rented or owner occupied, number of rooms, semi-/detached – not absolute cost) to that occupied in the area of previous employment. Should that not be the case, reimbursement would normally be made as though the new property was similar to the old.

Stamp duty is based on the price of the property being purchased and will therefore be affected by the notional valuation. Solicitor's fees, for example, are usually based on the time to carry out the conveyancing and are not based on the price of the property.

**Notional price = the estimated value of your existing property if purchased in the new area.**

Residential property – Purchase price	Rate of Stamp Duty Land Tax
Up to £125,000	0%
£125,001 - £250,000	1%
£250,001 - £500,000	3%
£500,001 or more	4%

1.	Purchase Price	£150,000
	Notional Purchase Price	£110,000

Stamp duty is not reimbursable as the notional purchase price has been set at less than the £125,000 stamp duty limit. *Under these circumstances* the stamp duty is wholly the responsibility of the claimant.

2.	Purchase Price	£275,000
	Notional Purchase Price	£175,000
	The amount reimbursed	£ 1,750

The stamp duty in this case will be £8,250 which is 3% of the purchase price. The amount reimbursed will be £1,750, which is 1% of the notional purchase price. The reason for this is that the two valuations lie in different price bandings for charging stamp duty.

3.	Purchase Price	£350,000
	Notional Purchase Price	£275,000
	The amount reimbursed	£ 8,250

The amount would be capped at the £8,000 limit. It is important to note that regardless of the amount claimed for the full application form must still be completed and supporting documentation supplied

**APPENDIX 2 - CALCULATION OF NOTIONAL PURCHASE PRICE**

The notional purchase price equals the estimated value of your existing property if purchased in the new area. The process to be used is where there is a significant improvement in residential accommodation, then the proportion of expenses to be reimbursed will be calculated by reference to the selling price in relation to elements such as stamp duty etc and other variable expenses associated with the purchase of the new property. The overall amount will be restricted by the limit of £8,000 as set out in paragraph 3.1.

A typical example would be:	Purchase Price	£199,995
	Sale Price	£154,995

The expenses to be reimbursed, subject to the £8,000 limit, would be £1,550, i.e. the proportion of stamp duty calculated against the selling price rather than the purchase price

## APPENDIX 3 - REMOVAL/ ASSOCIATED EXPENSES APPLICATION FORM

1. Name of Employee: \_\_\_\_\_  
 Details of Post: \_\_\_\_\_  
 Commencement Date: \_\_\_\_\_

2. Address of Property to be sold:  
 (if appropriate) \_\_\_\_\_  
 \_\_\_\_\_

3. Contact details Telephone: Home \_\_\_\_\_  
 Work \_\_\_\_\_ Ext \_\_\_\_\_  
 Address for communication (if different from above) \_\_\_\_\_  
 \_\_\_\_\_

4. Is the property Freehold/Leasehold? Freehold/Leasehold  
 If Leasehold, length of lease \_\_\_\_\_

5. Is the property on the market? Yes/No  
 If Yes, name and address of Estate Agents instructed \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Current asking price £ \_\_\_\_\_  
 How long on the market \_\_\_\_\_ years \_\_\_\_\_ months \_\_\_\_\_ weeks  
 Have you altered the asking price since placing the property on the market? Yes/No  
 If yes, original price £ \_\_\_\_\_

6. Is the property currently vacant? Yes/No  
 If yes, date vacated \_\_\_\_\_  
 Address at which you are currently living \_\_\_\_\_

7. Have you appointed a Solicitor for the selling of your Property? Yes/No

If yes, name and address of instructed solicitor \_\_\_\_\_

\_\_\_\_\_

8. Have you found a new property in the new area? Yes/No

If yes, please give details of current status \_\_\_\_\_

\_\_\_\_\_

I agree that the information I have given on this form is correct and complete and that I have not claimed elsewhere for anything recorded above. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purpose of verification of this claim.

Signed: ..... Date: .....

**FOR PEOPLE & OD USE ONLY** (To be completed by Director of P&OD or nominee)

Date application form received \_\_\_\_\_

Approved: Yes/No

If No, reason for rejection of application \_\_\_\_\_

\_\_\_\_\_

Cash limit applicable: £

I am an authorised signatory for my department. I am signing below to confirm that I have checked and verified the claim and that I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.

Authorising Officer (BLOCK CAPS).....

Signed: ..... Date .....

(Director of POD or nominee)

Return to: Directorate of People & OD

**APPENDIX 4 - ASSISTANCE WITH REMOVAL EXPENSES**

**PART 1 - To be completed by People & OD**

Confirmation of Eligibility for Assistance with Removal Expenses

This is to confirm that in principle Mr/Mrs/Miss/Dr/Prof/Ms .....  
..... who has been appointed to the post of  
..... commencing  
on ..... is eligible for assistance with Removal  
Expenses as detailed in the Doncaster and Bassetlaw Teaching Hospitals NHS  
Foundation Trust Removal Expenses Policy.

The total scheme finance to be made available to the above employee will be  
£..... provided that receipts for expenses are presented and an application is  
made for the payment of expenses as covered by the Removal Policy.

I am an authorised signatory for my department. I am signing below to confirm that I  
have checked and verified the claim and that I approve payment subject to the  
conditions specified. I understand that if I knowingly authorise false information this  
may result in disciplinary action and I may be liable for prosecution and civil recovery  
proceedings.

Authorising Officer (BLOCK CAPS).....

Signed: .....Date .....  
(Director of POD or nominee)

**PART 2 - To be signed by the above-named Employee**

This is to confirm that I wish to accept assistance with Removal Expenses as detailed in the Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust Removal Expenses Policy. I myself (spouse or partner) also confirm that removal expenses are not recoverable in full or part from any other source whatsoever. I confirm that my property address is:

.....  
.....

I agree to reimburse the Trust either the total amount, or the proportion, of removal expenses paid to me in accordance with the policy should I leave the employment of the Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust within two years from the date of commencement.

I understand that any taxation liabilities which apply as a consequence of receiving assistance with Removal Expenses will be payable by me in full.

I agree that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purpose of verification of this claim.

Signed: ..... Date: .....

Name (BLOCK CAPS) .....

To be returned to: Directorate of P&OD

**People & OD only**

Application received on: .....

Application approved/rejected \*: .....

\* delete as appropriate

Reason for rejection .....

.....

Authorising Officer (BLOCK CAPS).....

Signed: ..... Date .....  
(Director of P&OD or nominee)

**APPENDIX 5 - FORMS FOR CLAIMING REMOVAL EXPENSES****FORM**

- 5A Preliminary Visits (Paragraph 4.5.2)
- 5B Excess Daily Travel (Paragraph 4.6)
- 5C Concurrent Continuing Commitment Allowance Claim (Paragraph 4.7)
- 5D/E Vouched Legal and Other Expenses for House Sale and Purchase (Paragraph 4.8)
- 5F Removal and/or Storage and Travel Expenses on Removal (4.11)
- 5G Miscellaneous Expenses (Paragraph 4.12)

**FORM 5A - PRELIMINARY VISITS**

NAME (BLOCK CAPS)	
New Post	
Correspondence Address	

These are visits made to look for accommodation after accepting the appointment and prior to commencing employment. A maximum of 3 nights may be claimed. All claims must be supported by original receipts.

**Travel**

Date	Details of Journey	Mileage	No of Passengers	Public Transport Cost (rail, coach, etc)
TOTAL				

**Subsistence**

Date	Details of Accommodation Used	Cost of Accommodation (£) (attach original receipts)
TOTAL		

If the accommodation includes partners or children, please attach details.

I agree that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purpose of verification of this claim.

Signed ..... Date .....

I am an authorised signatory for my department. I am signing below to confirm that I have checked and verified the claim and that I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.



Authorising Officer (BLOCK CAPS)..... Date.....

Signature .....Directorate .....

Office Use Only

Calculation ..... Financial Code .....

**FORM 5B - EXCESS DAILY TRAVEL**

To be claimed if the new employee travels from the old area to the new base. The maximum initial claim period is for 3 months only. Further extension, up to a maximum of 6 months, may be sought through the appropriate officer in the Trust.

Home to new base (return) ..... miles  
 LESS home to old base (return) ..... miles  
 Total Daily Excess ..... miles

Date	Details of Journey	Excess Mileage
TOTAL		

I agree that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purpose of verification of this claim.

Signed ..... Date .....

Name (BLOCK CAPS) .....

I am an authorised signatory for my department. I am signing below to confirm that I have checked and verified the claim and that I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.

Authorising Officer (BLOCK CAPS)..... Date .....

Signature .....Directorate .....

Office Use Only

Calculation ..... Financial Code .....

**FORM 5C - CONCURRENT CONTINUING COMMITMENT ALLOWANCE CLAIM**

Employees who unavoidably incur regular expenses for mortgage/rent/rates in respect of accommodation they previously occupied in the old area, concurrently with accommodation expenses in the new area, may be given assistance with such expenses.

The following details, along with evidence of costs involved, should be supplied.

Name (BLOCK CAPS)	
Base	
Directorate	
Address	
Period Claimed	
Date on which concurrent charges first occurred	

The maximum initial period is three months, further extension up to a total of six months may be sought. An application for this should be made through the Directorate of P&OD.

Please note that all claims are retrospective.

	Old Area		New Area	
	Amounts £	Treasurer's Use £	Amounts £	Treasurer's Use £
Monthly Mortgage/ Unabated rent				
Annual Council Tax				
Annual Water Rates				
Annual Ground Rent				
Annual Buildings Insurance				
<b>TOTALS</b>				

Office Use Only

Total Claimed .....

Financial Code .....

**Subsistence Allowance**

If your new accommodation is in Health Service property, please state how many days during the period claimed that you were actually residing in the property.

Days .....

(Please note that if you return to the old area, these dates cannot be counted against your claim for subsistence).

**Travel Home**

Date	Details of Journey	Mileage	Public Transport Cost (rail, coach, etc)
TOTAL			

\* RENTS - Any charges for heating, lighting or services should be excluded.

Please attach the original receipts in support of all claims made.

I agree that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purpose of verification of this claim.

Signed ..... Date .....

I am an authorised signatory for my department. I am signing below to confirm that I have checked and verified the claim and that I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.

Authorising Officer (BLOCK CAPS)..... Date .....

Signature .....Directorate .....

Office Use Only

Total Claimed .....

Financial Code .....

## FORM 5D - VOUCHERED LEGAL & OTHER EXPENSES CONNECTED WITH HOUSE SALE

Please tick the following statement which is applicable to your situation:

My property is being sold by:

- [a] A sole agent (1 estate agent only)
- [b] A multiple agency (A group of estate agents)
- [c] My own advertisement

Type of Expense	Amount (£)
Solicitor's Fees	
Mortgage Redemption	
Estate Agent's Fees	
Advertising Expenses	
Ad hoc Expenses	

Please attach the original receipts in support of all claims made.

I agree that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purpose of verification of this claim. I confirm that I have no personal or business relationship with any of the businesses/companies that I seek reimbursement of expenses.

Signed ..... Date .....

Name (BLOCK CAPS) .....

I am an authorised signatory for my department. I am signing below to confirm that I have checked and verified the claim and that I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.

Authorising Officer (BLOCK CAPS)..... Date .....

Signature .....Directorate .....

### Office Use Only

Calculation .....

Financial Code .....

## FORM 5E - VOUCHERED LEGAL & OTHER EXPENSES CONNECTED WITH HOUSE PURCHASE

In order to claim for expenses incurred with house purchase, a full description of the old property will be required. An estate agent's brochure of a full, written description should be submitted prior to the claim being made (please refer to Appendices 1 and 2 on notional valuation for a full explanation of calculations).

Type of Expense	Amount (£)
Solicitor's Fees	
Stamp Duty	
Land Registration Fees	
Mortgage Guarantee	
Survey Fee for Valuation	
Survey Fees (Ad hoc)	
Abandoned Purchase (please forward evidence for transaction being	
Ad hoc Claims	

Please state if there are any discounts offered by the various bodies involved which may alter the amount being reimbursed.

Please attach the original receipts to support all claims.

I agree that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purpose of verification of this claim. I confirm that I have no personal or business relationship with any of the businesses/companies that I seek reimbursement of expenses.

Signed ..... Date .....

Name (BLOCK CAPS) .....

I am an authorised signatory for my department. I am signing below to confirm that I have checked and verified the claim and that I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.

Authorising Officer (BLOCK CAPS)..... Date .....

Signature .....Directorate .....

### Office Use Only

Calculation .....

Financial Code .....

**FORM 5F - REMOVAL AND/OR STORAGE OF FURNITURE**

Please note that three competitive quotes are required in order to claim for the removal and storage of furniture and effects. The lowest quote should be used. (If, for any reason beyond your control, the firm with the lowest quote cannot be used, please supply a written explanation with this claim form).

In the case of personal preference, any quote may be used but only the lowest quote will be reimbursed. Copies of all three quotes and the receipted bill will be required to support the claim.

	Removal Firm	Amount (£)
Quote 1		
Quote 2		
Quote 3		

Removal Firm used ..... Amount .....

Storage Period ..... Amount .....

Financial Code .....

Return visit to supervise the removal..... miles .....passenger miles

Financial Code .....

Names of Passengers

Journey from old home to new home ..... miles .....passenger miles

Financial Code .....

Names of Passengers

I agree that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purpose of verification of this claim. I confirm that I have no personal or business relationship with any of the businesses/companies that I seek reimbursement of expenses.

Signed ..... Date .....

Name (BLOCK CAPS) .....

I am an authorised signatory for my department. I am signing below to confirm that I have checked and verified the claim and that I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.

Authorising Officer (BLOCK CAPS)..... Date .....

Signature .....Directorate .....

**FORM 5G - MISCELLANEOUS EXPENSES GRANT**

Please tick the following statements which apply to your situation:

- [a] I am a householder
- [b] I am a non-householder
- [c] I am moving into furnished accommodation
- [d] I am moving into unfurnished accommodation

Please list the expenses you wish to claim	Sale Amount (£)	Purchase Amount (£)
TOTAL		

Please attach the original receipts to support all claims.

I agree that the information I have given on this form is correct and complete. I understand that if I knowingly provide false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form for the purpose of verification of this claim. I confirm that I have no personal or business relationship with any of the businesses/companies that I seek reimbursement of expenses.

Signed ..... Date .....

Name (BLOCK CAPS) .....

I am an authorised signatory for my department. I am signing below to confirm that I have checked and verified the claim and that I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings.

Authorising Officer (BLOCK CAPS)..... Date .....

Signature .....Directorate .....

Office Use Only

Calculation .....

Financial Code .....



## APPENDIX 6 - EQUALITY IMPACT ASSESSMENT PART 1 INITIAL SCREENING

Service/Function/Policy/Project/Strategy	Care Group/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Removal & Associated Expenses	P&OD	John Scott	Existing	21/12/17
<b>1) Who is responsible for this policy?</b> P&OD Recruitment Team				
<b>2) Describe the purpose of the service / function / policy / project/ strategy?</b> Outlines support available and rules that govern approval.				
<b>3) Are there any associated objectives?</b> NHS Constitution;				
<b>4) What factors contribute or detract from achieving intended outcomes?</b> Diligence of authorising officers				
<b>5) Does the policy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief?</b> No				
<ul style="list-style-type: none"> <li>If yes, please describe current or planned activities to address the impact n/a</li> </ul>				
<b>6) Is there any scope for new measures which would promote equality?</b> No				
<b>7) Are any of the following groups adversely affected by the policy?</b>				
<b>Protected Characteristics</b>	<b>Affected?</b>	<b>Impact</b>		
a) Age	No			
b) Disability	No			
c) Gender	No			
d) Gender Reassignment	No			
e) Marriage/Civil Partnership	No			
f) Maternity/Pregnancy	No			
g) Race	No			
h) Religion/Belief	No			
i) Sexual Orientation	No			
<b>8) Provide the Equality Rating of the service / function /policy / project / strategy – tick (✓) outcome box</b>				
<input checked="" type="checkbox"/> <b>Outcome 1</b>	<input type="checkbox"/> <b>Outcome 2</b>	<input type="checkbox"/> <b>Outcome 3</b>	<input type="checkbox"/> <b>Outcome 4</b>	
*If you have rated the policy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form – see CORP/EMP 27.				
<b>Date for next review: December 2020</b>				
<b>Checked by: Anthony Jones</b>		<b>Date: 21/12/17</b>		