



Neath Port Talbot
Castell-nedd Port Talbot
County Borough Council Cyngor Bwrdeistref Sirol

Making a difference Gwahaniaeth er gwell

RELOCATION SCHEME



CEX/113

Relocation Scheme For Newly Appointed Employees

Introduction

The purpose of this scheme is to assist newly appointed employees to the Council in meeting the costs incurred through taking up their appointment.

Am I entitled to any benefits under the Relocation Scheme?

You are entitled to the benefits of the Relocation Scheme if you are appointed, to a post with the Council and reside in excess of 50 miles of your new place of employment.

In exceptional cases only, your Corporate Director may vary this requirement (subject to consultation with the Head of Strategic Personnel).

Relocation expenses will only be payable for costs incurred in moving from a location within the United Kingdom.

The Scheme does not apply to school based employees.

What benefits are available?

On appointment to the Council's service, eligible employees may claim the following allowances:-

Removal Expenses

The actual cost of moving furniture and household effects (including insurance and storage charges for up to 26 weeks) from the former residence to the new residence. Reimbursement will be on the basis of the lowest of three quotations which must be submitted with the claim, along with the final invoice.

Legal and Professional Fees

Full reimbursement of the actual cost of legal and estate agents' fees incurred relocating to the new residence up to a maximum of £4000.

Resettlement Allowance

Full reimbursement of approved expenditure up to a maximum of £350 on expenses incurred for such items as telephone and cooker connections, the refitting of curtains, floor coverings and fixtures.

Lodging Allowance

A lodging allowance of £80 per week may be claimed for a period of up to 26 weeks, if a newly appointed employee has to seek temporary accommodation whilst continuing to be responsible for the outgoings of another residence.

Travel

A grant equal to the cost of one second class return rail fare per month from the present temporary accommodation to the former residence (within the United Kingdom), until that property is sold, subject to a maximum grant of 6 payments.

How do I make a claim?

Reimbursement of expenditure for removal expenses will be made following submission of three estimates, which must be submitted to the appropriate Directorate Personnel Officer, who will authorise payment of the lowest quotation.

Reimbursement of expenditure on legal fees and professional fees and for resettlement will be made on production of proof of expenditure. Reimbursement for lodging and for travel will be made against a monthly claim form, submitted to the Directorate Personnel Officer, in arrears, by the employee concerned.

Are there any conditions attached to any claim I may make?

All claims for reimbursement must be submitted within 12 months of your date of commencement of employment with the Council. In exceptional circumstances, a Corporate Director may extend this period, subject to prior consultation with the Head of Strategic Personnel.

You should note that all claims made under this scheme are subject to reimbursement in full by the employee if he/she leaves the Council before the completion of one years service. Where an employee terminates employment within 2 years of the date of commencement, 50% of the total expenditure claimed under this scheme will be reimbursed to the Council. Any reimbursement will, if necessary, be deducted from any sums due from the Council to the employee concerned.

No claim may be submitted for reimbursement of any expenses incurred outside the United Kingdom. In circumstances where a new employee is appointed from outside the United Kingdom, claims will be reimbursed on the basis of the point of entry (i.e. Port or Airport)

Important Note

Please note that the submission of any false claims in respect of this scheme could lead to serious disciplinary action being taken against the employee concerned.

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